

How to Prepare Your Manuscript for Publication

A Guide for Authors

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MANUSCRIPT PREPARATION

A properly prepared and formatted manuscript is essential to the successful production of a book. The following guidelines will help you prepare your manuscript so that it meets the requirements of SAGE's Books Production Department.

Which Word-Processing Software Should I Use?

SAGE requires that all manuscripts be submitted in **Microsoft Word for Windows** format. If you are using another word-processing program, please save the files as Word for Windows documents. (Most current versions of word-processing software allow you to save your files in a number of formats.) Please contact your acquisitions editor if you are unable to submit your manuscript in Word.

Save each chapter as a separate file (i.e., as one document), labeled numerically in the order in which it appears in the manuscript (for example, "ch01.doc," "ch02.doc," "ch03.doc," etc.).

How Do I Format My Manuscript?

Always double space your text, use a clean, readable font, such as 12-point Times Roman, and use a ragged-right (not justified) margin. Indent the first line of each paragraph with a single tab—use only *one* hard return between paragraphs.

In preparing the text files, keep in mind that, for production purposes, a simple presentation is best. Do not lay out (design) your manuscript. Do not format *any* text

beyond the use of italics or, where necessary, boldface. If you need help formatting your manuscript, download the template [here](#) along with the [instructions](#), or follow the directions in the next section.

Then How Do I Differentiate Text Elements, Such as Headings and Sidebars?

A few basic formatting features (bold, italics, capitalization) should be used to make clear what level each heading is, what material is quoted directly from another source, and where graphics and other special material (such as boxed text) should be placed. Do not use additional formatting features (e.g., text boxes or Word's feature creating cross-references, table of contents, or an index) to enhance the presentation as it may actually hinder production.

ART AND TABLE PREPARATION

Artwork can enhance a book's aesthetics as well as complement information presented in the text. If your manuscript is to contain figures and photographs, following these simple guidelines will help ensure that they print at optimum quality.

How Do I Submit Line Art (Charts, Graphs, etc.)?

All line art must be delivered in as an electronic file or as hard copy. SAGE will accept line art in a number of different formats, such as Illustrator, Freehand, Photoshop, QuarkExpress, or PageMaker. Simple line art can even be created in Word and

PowerPoint. If you have any questions about the suitability of the software you are using to create line art, please contact your acquisitions editor.

What About Photographs, Icons, or Screenshots?

Photographs can be submitted electronically or as hard copy. When submitting photographs electronically there are two things to keep in mind:

1. Submit the photographs in a photo file format (e.g., .tif, .jpg, .gif). Do not embed or copy and paste photographs into a Word document as it reduces the resolution and therefore the quality of the photo.
2. Photos should be at least 300 dpi (dots per inch, a measurement of the resolution) and as large as the photo will print in the book. Programs like Microsoft Office Picture Manager will show you the dpi for your photos by viewing the Properties. If you are unsure about the resolution of your photo, please send it to your acquisitions editor for confirmation.

If you submit your photographs as hard copy, please send them as black-and-white or color prints or transparencies. SAGE will then scan them at a density optimal for our printers. **We prefer that authors not scan photographs themselves.** Please do not trim the photo. Do not use paper clips with photos; the clip can leave an indentation on the photo that may reproduce on the printed page. Number your photos on the back with a soft lead pencil, china-marking pencil, or soft felt-tip pen. A ballpoint pen or hard lead pencil may leave indentations. Avoid marking your photos or other art with Post-it notes that may come off.

If you have icons in your manuscript please remember that clipart requires

permission. If you have obtained permission to use the clipart, please submit the art files electronically. SAGE can also provide some clipart options that do not require permission.

Screenshots are best provided in graphic file formats (e.g., .gif, .tif, .bmp) but can also be provided embedded in Word. If you want to take screen shots of specific windows, buttons, or other elements but can't get the accuracy by using the screenshot capability built into your computer, you may want to try a free screen capture program that will allow you to capture sections of windows. Visit these Web sites for free demos:

<http://www.techsmith.com/screen-capture.asp> or

http://download.cnet.com/ScreenHunter-Free/3000-2192_4-10063246.html.

How Should the Artwork Be Placed in the Manuscript?

Number figures to correspond with their in-text references and group all the illustrations for each chapter together at the end of the chapter. **Please do not embed electronic graphics in text;** gather them instead in a separate art file. Insert callouts in text that indicate approximately where each figure should be placed (e.g., "FIGURE 6.4 ABOUT HERE").

How Do I Number the Figures?

Number figures consecutively throughout each chapter. The first figure in Chapter 1 should be numbered Figure 1.1, the first figure in Chapter 2 should be 2.1, the second figure in Chapter 1 should be 1.2, and so forth. For example, the third figure in the fourth chapter would be numbered Figure 4.3. This numbering system allows the production

staff to extract figures from your manuscript for special typesetting codes while making sure that the correct graphics are placed where the call-outs indicate.

What About Tables?

Tables are similar to artwork in that they, too, are separate elements that require individual placement within text. As with figures, they also must be numbered consecutively throughout each chapter, with callouts in text indicating their approximate placements (e.g., “TABLE 4.2 ABOUT HERE”). You may place the tables directly into the text; you do not need to separate them out into a new file.

How Do I Create Tables?

Word has a table feature that will allow you to create tables. If you are unfamiliar with this feature please visit <http://office.microsoft.com/training/training.aspx> for a handy table tutorial.

How Do I Submit Artwork That Has Been Previously Published?

If you choose to use artwork that has been previously published, we prefer that you send the original art. If you cannot do so, send the cleanest, sharpest copy possible. If the art was previously published in a SAGE book, we may or may not be able to retrieve the original for reproduction. Please check with us prior to sending your manuscript.

Important: Any table or figure directly reproduced from another source requires permission. Tables or figures that have been adapted probably will not require permission

but are subject to evaluation by SAGE. (*Note: “Adapted” means that you have added your own material to the original work to extend or expand an idea, and not merely “edited” or rearranged the work.*)

Remember that if you do not own the rights to this art, you must first secure written permission to reprint it. This permission must be included when you send us your manuscript. Please see the instructions on permissions for additional information.

REFERENCES

Thorough reference documentation provides readers with resources that enhance their understanding of the subject. Improperly formatted references, however, can significantly delay the copyediting process. The following guidelines will help you prepare references that not only serve the needs of the reader but also avoid complications during production.

What Sorts of Things Do I Need to Reference?

Provide a reference for any study, publication, statistics, or quotation that you cite in your text.

What Reference Style Should I Follow?

SAGE’s preferred style is that of the American Psychological Association (APA), found in its *Publication Manual of the American Psychological Association*. In this style, the name and date of the cited work, rather than a superscript number, is referenced in text

(e.g., “Smith, 1999”), with the complete bibliographic citation listed in a reference list at the end of the book. If you don’t have a copy of APA’s *Publication Manual* handy, a great resource can be found at <http://owl.english.purdue.edu/owl/resource/560/05/>.

PREPARING NEW EDITIONS

While most of our rules for preparing your manuscript apply for revising an old edition, there are a few different steps to preparing a new edition. Files of the previous edition will be provided for you to work from, in hopes of saving you time. Depending on when the earlier edition was published, these files may be in the form of a final PDF file, a Word file converted from the final PDF file, or both. For editions published before 2003, only a text file may exist in our archive, and, if so, we’ll provide this. Specific instructions for working with these files will be provided along with the files themselves.

SUBMITTING YOUR MANUSCRIPT TO SAGE

The day you thought would never arrive has finally come—the writing is completed and your manuscript is ready to be submitted to your publisher.

How Do I Submit My Manuscript to SAGE?

Please send your electronic files to directly your Acquisitions Editor. If the files are too big to email, mail a CD of your files.

THE PRODUCTION PROCESS

After you submit your manuscript to SAGE, a production editor will be assigned to your book. That person will work closely with you and various book production specialists to ensure that your book moves through the following stages of production as smoothly as possible.

Copyediting

A copy editor will edit your manuscript electronically, line by line, using the revisions (Track Changes) feature in Word. You will then be e-mailed the copyedited manuscript and have an opportunity to review the edits, answer queries, and make any necessary changes before typesetting. Your copy editor and production editor are available to help you navigate the Track Changes feature and the Microsoft Web site also provides a good tutorial, <http://office.microsoft.com/training/training.aspx?AssetID=RC011600131033>.

Typesetting

The edited manuscript is laid out in pages, which will be sent to you, a proofreader, an indexer, and usually any contributors to the book.

Proofreading

The page proofs are read not only by you but also by a professional proofreader, who corrects errors missed (or introduced) in the copyediting stage. You and the proofreader will return the corrected pages to the production editor, who submits them to the

typesetter for correction. The production editor then reviews the revised proofs to ensure that all corrections have been made. Page proofs will be sent to you as a .pdf. We accept electronic, e-mailed, and hard copy corrections at this stage. While we don't require authors to use proofreading marks, this [cheat sheet](#) may be of use to you. With the latest versions of Adobe Reader (7.0, 8.0, and 9.0) you can mark your corrections directly in the .pdf. If you choose to mark your corrections electronically, please follow these [instructions](#).

Indexing

Depending on your agreement with SAGE, if your book is to have an index, it will be created either by you or by a professional indexer, working from the revised page proofs. If a professional indexer creates the index for your book, you will receive the index as a Word document to review and refine.

Printing

The final page-layout files are sent to the printer. Four to six weeks later, freshly bound books arrive in SAGE's warehouse.