

Lexington Books

Important Points for Authors Who Are Preparing Camera-Ready Copy

Please read very carefully the camera-ready preparation guide we have sent you. If you are using Microsoft Word 2007, please request our MS Word 2007 preparation guide from your acquisitions editor. For formatting questions, contact Victoria Koulakjian in the Production Department (301-459-3366, ext. 5400). Any other questions regarding your book should be directed to your acquisitions editor. For software questions, refer to the software's user manual or a computer lab for technical assistance.

1. All authors who are submitting camera-ready copy must send sample pages to the Lexington Books Production Department for approval before setting the entire book. **This is very important!** This is the best opportunity for us to identify major formatting problems and request corrections. If sample pages are not submitted, your time spent on revisions will be increased and the production of your book may be delayed.

Please send the following items: all front matter (especially the table of contents), two full chapters, sample tables/graphs/figures, at least one full page of notes, at least one full page of the bibliography, and any other unique elements. You should include pages that show subheads and block quotes if any appear in your work.

2. If you plan to use a documentation system different from the one described in the Lexington Books camera-ready guide (based on *The Chicago Manual of Style*, 15th ed.), you must first get approval from your acquisitions editor. Do not set your pages until you have this approval.

3. Your camera-ready pages must be printed at a minimum of 600 dpi on a laser printer with good quality, white laser printer paper. Do not use glossy, laid, or watermarked paper. Your production editor will ask you to reprint the book in its entirety if you use an inkjet printer.

4. Photos do not reproduce properly when the camera-ready copy is scanned at the printer and they should not be included in your manuscript. Your production editor will ask you to remove any photos when the sample pages are reviewed.

3. If you are having your book professionally typeset, please keep these points in mind.

- Your typesetter must send us sample pages to approve before setting the entire book.
- Your book will be reviewed by a production editor who will conduct a thorough check of the sample pages. If layout irregularities or formatting inconsistencies are found, the production editor will ask for corrections. Your typesetter will most likely charge you for these additional changes, so be sure to discuss this with your typesetter when negotiating price and schedules.
- We will check the corrections that your typesetter has made. If they have not been made accurately, we will ask for some or all of the pages to be replaced.

The Production Process

1. You begin to prepare your camera-ready pages following the Camera-Ready Manuscript Preparation Guide.
2. After receiving approval of your sample pages, you finish setting the entire book.
3. You send the pages to your acquisitions editor, who will review them.
4. Your acquisitions editor transmits your book to the Production Department, where it is assigned to a production editor.
5. Your production editor sends the manuscript to a professional proofreader and performs a thorough review of the pages. If any layout irregularities or formatting inconsistencies are found, your production editor will ask that these items be corrected when you send your revised manuscript. At this time, your production editor will ask you to prepare the index. You will receive indexing instructions at this time.
6. You return the revised manuscript to your production editor, who will review your corrections. Your production editor will request additional corrections if you have missed corrections or made them inaccurately.
7. Final camera-ready copy is approved by your production editor and sent to the printer.

What to Check before Submitting Sample Pages

- Completeness of sample:** Table of contents, two full chapters, a page of notes, a page of bibliography, and a sample of any tables/graphs/figures should all be included.
- Text block:** Measured from top of running head to bottom of last line of text, your text block should be 4½ x 7½ inches.
- Type size:** Type should be 10-point with 9-point block quotes.
- Table of contents:** TOC should not contain dot leaders or subheads; page number should be flush with right margin; chapter titles must match text on chapter opening pages.
- Justification:** Text should be fully justified.
- Paragraph indents:** They should measure 0.25”.
- Ellipses:** There should be character spaces between points of an ellipsis . . . like that. Ellipses that occur at the end of a sentence have four points, the first of which acts as a period and is closed up against text, like this. . . . Ellipsis points are not necessary at the beginnings and ends of quotes; they are only used *within* quoted material.
- Em dashes:** **Dashes** (—) with no spaces on either side should be used; no double hyphens (--) or en dashes (–).
- Bibliography:** Bibliography should follow a consistent style and all publication information should be included (e.g., no missing publishers).
- Notes:** Notes should appear at the end of each chapter, not as footnotes or at the end of the book, and they should be in the same style (e.g., Chicago) as your bibliographical references.
- Indentation:** The first paragraph of each section and each chapter should be flush left, NOT indented.
- Italics:** Italics, not boldface or underlining, should be used for emphasis.
- Running heads style:** Running heads may be centered or flush left or right, as long as they are consistent. No running heads should appear on section or chapter openers. There should be one line space between the running head and the first line of text on a page.
- Running heads text, monograph:** verso (even pages) = chapter number, recto (odd pages) = chapter title. **Running heads text, edited collection:** verso (even pages) = chapter author, recto (odd pages) = chapter title.
- Block quotes:** Block quotes should be indented by .25” on both sides; this text should be set 1-point size smaller than normal text.

- Serial comma:** The serial comma (the last comma before “and” in a phrase like “the dog, cat, and mouse”) should be used.
- Curly quotes:** Curly quotes should be used (“. . .” and ‘. . .’), not straight quotes.
- Subheadings:** Subheadings should be formatted consistently. Ideally, use the following specs: A-heads: 12-point type, centered, bold; B-heads: 12-point type, flush left, bold italic; C-heads: 12-point type, flush left, italic.
- Part and chapter titles:** These should all be formatted consistently and placed at the same position on the page.
- Sentence spacing:** Only one space should be used between sentences.
- Auto-hyphenation:** The auto-hyphenation feature of your software should be turned on; otherwise you will have loose and tight lines. Limit the number of consecutive hyphens to three.
- Number style:** Spell out numbers up to one hundred—both cardinals (one, two, three) and ordinals (first, second, third). Also spell out large round numbers (twelve thousand). Use numerals for percentages (71 percent, 2.6 percent), parts of books (chapter 4, part 1), and lists in which some numbers are more than one hundred and some are less (“121 students from Libya and 6 from Egypt”).