

## Camera-Ready Copy Guidelines

The following guidelines will help you prepare your camera-ready pages. Your manuscript does not have to be camera-ready for initial review, but front matter and a couple of chapters should be formatted using these guidelines when you submit sample pages.

If you have questions or would like to view samples, contact Brian DeRocco, [bderocco@univpress.com](mailto:bderocco@univpress.com).

### BEFORE YOU BEGIN

The final book pages will appear **exactly** as submitted; the final appearance depends entirely on the quality of the camera-ready pages you prepare.

**Sample Pages**—Once you have formatted the front matter, the chapters, and the end matter (endnotes, bibliography, index), you **must** submit sample pages for approval. Include the front matter, two complete chapters, and samples of any non-standard items such as **tables, charts, bibliography pages, endnotes, and index pages**. All graphs and tables should be created using black only with no shading. Include your phone number and e-mail address, in the event changes are needed. **Do not** e-mail or fax sample pages. Mail sample pages to our UPA Sample Pages Editor:

UPA Sample Pages Editor  
RLPG/UPA  
4501 Forbes Blvd., Suite 200  
Lanham, Maryland 20706

### SUPPLIES AND EQUIPMENT

<b>LASER PRINTER</b>	<b>PAGES MUST BE PRINTED ON A LASER PRINTER WITH A MINIMUM OF 300 DPI; PRINTER SHOULD HAVE A TIMES ROMAN OR EQUIVALENT FONT.</b>
Software	MS Word is preferred, but you may use any word-processing program that can meet the specifications in this packet.
Paper	Use good quality, smooth laser printer paper. Do not use transparent paper (e.g., onion skin) or laid or watermarked paper.
Style Manual	We recommend the <i>Chicago Manual of Style</i> .
Ruler	Have a ruler marked in inches to measure your text area.

## GETTING STARTED

### TYPE

Use a Times Roman font, such as Times New Roman.

To indicate emphasis, titles of works, or foreign terms, use *italics*; do **not** underline.

### Point Sizes

- Main text = 10 point
- Running heads = 9 point
- Page numbers = 9 point
- Extracts/block quotations = 9 point
- End matter = 9 point  
—includes endnotes, footnotes (but not recommended), bibliography/references, and index

### SPACING

All text should be **single-spaced**.

**Do not** insert a line space between paragraphs.

Sentences should be separated by a single space.

### PAGINATION

When you open a book, pages on the left have even page numbers; pages on the right have odd page numbers. Pagination always begins with i (an odd number) on a right-side page.

Use roman numerals (i, ii, iii) for front matter sections.

title page = i

copyright page = ii

table of contents = iii

(see “Front Matter” section below for more details)

Use Arabic numerals (1, 2, 3) beginning with the first page of chapter 1 (or part 1, if your book has parts) through to end of book.

## RUNNING HEADS AND PAGE NUMBERS

A running head should appear at the top of every book page *except* (1) the first page of each new section or chapter and (2) blank pages.

Even-numbered pages/left-side pages

- Running head = chapter title; centered; one line space below (so line is consistently between running head and main text on page)
- Page number = even; on same line as running head; place against left margin

Odd-numbered pages/right-side pages

- Running head = chapter title; centered; one line space below (so line is consistently between running head and main text on page)
- Page number = odd; on same line as running head; place against right margin

Front matter sections (foreword, preface, acknowledgments, intro)

- Running head = section title on both left- and right-side pages; centered
- Page number = lowercase roman numerals; on same line as running head; against left margin if even, against right margin if odd

End matter sections (appendixes, endnotes, bibliography, index)

- Running head = section title on both left- and right-side pages; centered
- Page number = Arabic numerals; on same line as running head; against left margin if even, against right margin if odd

## MARGINS

The text area on each page (measured from left and right edges of text and from top of running head to bottom of last line of text) should measure 4.5" wide by 7.5" long (11.4 cm wide by 19.1 cm long using A4 paper). To achieve these measurements, set your margins as follows:

top margin = 1.75 inches (5.97 cm with A4)

bottom margin = 1.75 inches (5.33 cm with A4)

left margin = 2.00 inches (4.77 cm with A4)

right margin = 2.00 inches (4.77 cm with A4)



# FRONT MATTER, MAIN TEXT, AND END MATTER

## FRONT MATTER

**Title page**—Include full title, subtitle, and author name(s); UPA will provide final copy with publisher information.

**Copyright page**—UPA will provide

The rest of the front matter should appear in the following order, beginning with page iii (table of contents and preface are required; the rest are optional):

Dedication	Preface (written by the author—include name; city, state; month, year)
Contents	Acknowledgments
(List of) Figures	Introduction
(List of) Tables	
Foreword (written by someone other than the author)	

Each new section should begin on a right-side page (odd page number). If the final left-side page of the previous section does not contain text, write “blank” and the page number on a blank piece of paper and insert it in your printed copy. Do this wherever you have a blank left-side page between sections or chapters.

## MAIN TEXT

### BEGINNING A CHAPTER

Each new chapter begins on a right-side page. The first page does not have a running head or page number. Text should begin about 1/3 of the way down the page. Chapter titles should appear at the same place on the page.

If chapter text ends on a right-side page, insert a blank for the next left-side page (as described above) and begin the next chapter on the next right-side page.

Paragraph indents should be ¼”. Most software will default to ½”, so please set new indent before formatting text.

### QUOTATIONS

**Short Quotations**—If three lines of text in length or less, set off by quotation marks in main text.

**Long Quotations**—If more than three lines of text in length, set as an extract/block quotation. Indent both sides ¼” or ½” from both the left and right margins; leave one line space above and one below the extract; and do not surround by quotation marks. (For extract point size, see “Type” section at top of instructions.)

## NOTES

Endnotes at the end of each chapter or at the end of the book (numbered from 1 in each chapter) are easier to format than footnotes and they have a more professional look, so we encourage you to use them. Consult the *Chicago Manual of Style* for style details. Use full-sized numbers for note numbers; do not use superscripts.

## SUBHEADINGS

The design of chapter titles and subheadings in the text is left to your discretion. Just remember:

- be consistent; once you've decided on a style, apply it to each chapter title or subhead of the same level
- use a larger point size for chapter titles, such as 18 point
- stagger point sizes of subheads; e.g., if chapter titles are 18 point, make A-level subheads 16 point and B-level subheads 14 point.

## END MATTER

**Author biography**—Should be approximately two to three sentences in length.

End matter should appear in the following order (index and author bio are required; the rest are optional):

Appendixes

Endnotes (if used; preferred to footnotes)

Glossary

Bibliography

Index

About the Author (biographical paragraph or two)

About the Contributors (if an edited collection)

## ARTWORK

**Photographs—No photographs will be accepted with camera-ready copy.**

### LINE ART

All graphs, charts, maps, tables, diagrams, etc. must be laser printed directly on the camera-ready copy pages **and should be black only with no shading.**

Figures and tables must be numbered by chapter and in sequence of appearance in the text. For example, if you have 3 tables and 2 figures in chapter 3, they would be table 3.1, table 3.2, table 3.3, and figure 3.1 and figure 3.2.

## BEFORE YOU PRINT YOUR FINAL CAMERA-READY PAGES

Remember that UPA will not edit or proofread your camera-ready pages before they go to the printer. So it is essential that you do the following before printing your final camera-ready pages:

- Run spell-check.
- Proofread the text carefully looking for minor typos or mistakes in grammar, punctuation, or word choice (too/to, aloud/allowed, etc.).
- Have a colleague or professional proofreader review the text.
- Check the pagination
  - Are the page numbers consecutive?
  - Is the front matter numbered with lowercase roman numerals?
  - Do all right-side pages have odd page numbers and left-side pages have even page numbers?
- Check the table of contents
  - Are all sections and chapters that follow the table of contents included?
  - Does each chapter title on the table of contents match what appears on the corresponding chapter opener and chapter running heads?
  - Do the page numbers listed on the table of contents match the pages on which the chapters begin?

## AFTER YOU PRINT YOUR FINAL CAMERA-READY PAGES

- Type—Is it clear and legible? It should not be smeared and fuzzy.
- Toner density—Make sure that all pages are evenly dark, including from top to bottom. Differences in toner density will be magnified in the finished book.
- Measure all pages to make sure all type falls within the 4.5"x7.5" text area.
- Make sure that all necessary pages are included.

## MAILING YOUR CAMERA-READY PAGES

Before we can begin work on your book, we **must** receive the completed Cover and Back Cover Copy Checklist, Cataloging Your Book form, Signed Scheduling Form, Pre-Publication Form, Review Copy Placement Form, and Permissions Form (along with copies of all permissions).

A production editor must approve sample pages before work on your camera-copy pages can begin. If you have not already had sample pages approved, please refer to the "Sample Pages" instructions on page 2 of this packet. You must submit sample pages and the formatting must be approved before you can proceed.

Save all final files to a disk or CD and send with your pages. Keep copies of all final files for your own records.

Wrap the pages carefully; use a sturdy box or a padded envelope. The pages must not be bent, torn, or otherwise damaged in transit.

Print one hard copy for yourself.

Use registered first-class mail, UPS, or a courier service to ship your pages, so that the package can be tracked if necessary.

Send the final camera-ready pages, the final files saved to a disk or CD, and all the forms from Section 5 to:

Brian DeRocco  
Manager, Editorial Administration  
University Press of America  
4501 Forbes Blvd., Suite 200  
Lanham, Maryland 20706

# Freelance Editing Resources

University Press of America does not edit or proofread your manuscript. The names/companies listed below are strictly for reference purposes. Contact these freelancers for proofreading and copyediting. Some have discipline-specific experience. If you are interested in receiving an estimate for any aspect of preparing your manuscript, you will have to contact these freelancers directly. You do not need to use any of the people listed.

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*Theology, Philosophy, History,*