

Manuscript Preparation

The following information and instructions will assist you in preparing your manuscript for handing over to the publisher. Please contact Science Press should you require any further assistance or clarification.

TEXT

Please supply your manuscript in both hard copy and soft copy/digital format (either emailed or on disk), in Microsoft Word format using the LETTER page size (not A4). When writing your manuscript, separate each chapter, including contents/introduction, glossary, bibliography, index and any answers, into individual files numbered sequentially (eg, 01, 02, 03, etc). Ensure you keep a copy of your files.

When supplying your hard copy print-out, ensure the pages match your digital document exactly and that the print-out is the most up-to-date version of your manuscript. Please provide your printed version single-sided, ensuring all page are numbered.

When writing your manuscript, only minimal instructional formatting is required as all manuscripts are formatted and designed by the publisher's design department. Use the following styles as your guide:

- Heading 1** – Main heading, usually used for Chapter headings. **Arial 18pt Bold.**
- Heading 2** – Major heading, usually used for headings within the text. **Arial 16pt Bold.**
- Heading 3** – Minor heading, usually used for secondary headings within the text. **Arial 14pt Bold.**
- Heading 4** – Where necessary. **Arial 11pt Bold.**
- Body text – For all body text use **Times New Roman 11pt**. Can be bold or italic where necessary.
- Quotes* – For quotes or callouts. **Times New Roman 11pt Italic.**
- Captions – For images and tables captions. **Arial 9pt**. Use Bold for the image or caption number.
- Table text – For text within tables or graphs. **Arial 9pt**. Use Bold for the heading row.
- Answers – Use the Body text style but 2pts smaller, ie. **Times New Roman 9pt**.

Please avoid using automatic numbering and minimise use of spaces for indents or centering in place of tabs. When starting a new page, please insert a Page Break instead of hitting 'Enter' several times.

Please turn off any automatic hyphenation features. Only use hyphens that would normally form part of a word. Use a dictionary if you are unsure.

Please use Microsoft Equation Editor or MathType for any equations in your manuscript.



ARTWORK

A separate artwork brief must be supplied if your manuscript contains photographs, illustrations, graphs, charts, maps or diagrams (including written music). Your artwork brief should include a sequentially numbered list of all art, sources for Science Press to gather artwork from (if not already provided) and a detailed description or printed example of any illustrations to be created. Hand-drawn or written briefs for illustrations can be provided, however please ensure they are clear and provide as much detail as possible. Also please indicate which text on a drawing is the description for us and which are the labels on the image. The vast majority of illustrations, maps and diagrams are produced by Science Press; however, should you wish to create and provide your own, please discuss the technical aspects with Science Press before proceeding.

Please note that some types of material will require copyright permission, particularly when reproducing photographs or illustrations from another publication or website. Where you have sought and received copyright permissions for this type of material, please include this and any written credits that must be included with the artwork brief. Alternatively, speak with Science Press, who can arrange copyright permissions for you.

As artwork can be provided in a number of different ways, use the following guidelines to ensure images in your book are reproduced with the best quality and clarity. Images can be supplied in a number of formats including, digital, film, transparencies, negatives, slides, colour prints and illustrations.

DIGITAL IMAGES

Digital images include those taken with a digital camera, purchased stock photography and free images available on the internet. See 'Web images' on page 3.

Digital Camera Images

When supplying images taken on a digital camera, it is important to set your camera to take the appropriate quality images. The "out of the box" settings on a camera are usually not suitable for printing of the quality required for a book. Ensure your camera is set to take images using the FINE or SUPERFINE (or equivalent) option. You will also need to set the size and/or resolution of the images. Use the largest/highest setting for best reproduction. DO NOT edit or crop your image, unless absolutely necessary. Avoid adjusting colour, brightness etc on your digital images. If adjustment is needed, please specify this in the art brief.

When saving your images, your camera software will usually provide various options for formats with the most common being JPG or TIF. Both of these formats are fine for print reproduction. If you are saving a JPG file, please set the file size to maximum (or the highest resolution available) – this stops any quality from being lost.

Stock Photography

Stock photography is usually provided on a disc or by downloading from a website. A stock photography company will usually offer a number of different sizes depending on usage and needs. For most purposes an A4 sized image is ideal, including for covers. For inside page images, sizes smaller than this can be used providing they have a resolution of at least 300dpi. The vast majority of stock photography will be provided in either JPG, TIF or EPS format. Stock photography images are ideal to use for print reproduction.

A list of reasonably priced stock photography websites can be provided by Science Press if required.

Web Images

Try to avoid downloading free images (or using the 'save image' function in your web browser when viewing websites). In 95% of cases these images are of a very low quality (72dpi) and can not be used for printing. If it is absolutely necessary to use a web image, download the largest possible size you can find. Alternatively, notify Science Press and we will attempt to source the image at a resolution that can be used.

FILM, TRANSPARENCIES, NEGATIVES AND SLIDES

Providing the original image is of good quality (ie, sharp focus, properly exposed, etc), these types of image formats are ideal for print production. In the vast majority of cases no work needs to be done to use these images other than high quality scanning, which Science Press will do for you.

COLOUR PRINTS

Providing the colour print is an original or duplicate photograph, this type of image format can also be used. Try to obtain a print that is larger than the image needs to be reproduced. This will allow the image to be scanned at a high enough resolution for optimal print reproduction. DO NOT supply inkjet or laser printouts or previously printed material (ie. books, magazines, etc).

ILLUSTRATIONS, GRAPHS AND DIAGRAMS

When these types of graphics are required, Science Press will generally produce them from your artwork brief, however if you are providing your own, the following guidelines should be noted. Illustrations, cartoons and maps should be supplied in EPS or AI format. This will allow the design department to edit colours, etc to conform with the book's layout. Make sure your file is set to CMYK colour space (not RGB), does not use any Spot colours and you are using 100% one colour black. Graphs and charts can be created and provided in Microsoft Word or Powerpoint format.

IMAGE FORMATS

For the most part, providing your images in JPG or TIF format is fine for print reproduction. Other formats that are supported include PSD (Photoshop), AI (Illustrator), EPS, BMP or WMF (Windows Metafile).

If you require assistance with your images, please call us on 02 9516 1122 and we will advise you on the best way to supply your images.

PLACING ARTWORK INTO THE MANUSCRIPT

For the most part, a simple written instruction such as **<Figure 1.1>** inserted into the correct position in the text will suffice however it may be necessary for you to indicate with the actual image where it is to be placed.

CAPTIONS

Captions should be numbered in accordance with your image numbering in your artwork brief. Either provide captions with your artwork brief or in a separate document using the style guidelines provided. It is sometimes useful to number your artwork/captions to coincide with the book's chapter numbers, eg. Figure 1.1, 1.2, etc for Chapter 1 and Figure 2.1, 2.2, etc for the following chapters.

Additional Information for DOT POINT Authors

The following guidelines relate only to the Science Press DOT POINT series. The following image shows the current finished layout of questions in the DOT POINT books.

Arial 11pt Bold. One tab between number and text.

Times New Roman 11pt Bold. One tab between number and text.

Times New Roman 11pt. Bold for numbers only. One tab between number and text.

ANSWERS to be **Times New Roman 9pt** with Bold numbers and one tab between number and text only.

1. Main topic statement (column 1 of syllabus)

1.1etc Syllabus requirement from columns 2 and 3.

Note that the numbering of these requirements is the author's choice and has been used to make referencing questions and answers clearer. The individual requirements are not numbered in the syllabus, they are simply bulleted – hence our use of 'dot points' when we refer to them.

1.1.1 First typical question which could be asked in an examination for this syllabus requirement.

1.1.2 Second typical question which could be asked in an examination for this syllabus requirement, etc.

The number of lines provided for each answer gives an indication of how many marks the question might be worth in an examination. As a rough rule, every two lines of answer might be worth one mark. Note that in any answers three lines have been provided as the amount of writing required exceeds two lines, but the physics involved is worth only one mark.

All TABLES should be set to **Arial 11pt** except in Answers where they should be 7pt type. Heading rows can be BOLD.

GUIDELINES

- Do not indent or insert a tab before your questions. Please type them one after the other at the left margin. The indents will be applied when the manuscript is imported into the page layout program. Tabs should only be inserted between the question number and text.
- Tables should be created using Arial 9pt text with Bold for the headers, except in Answers, in which case they should be 7pt. As a general rule, tables and answers should be 2pts smaller than your body text.
- Please do not insert the actual lines for students to write on. These are removed and replaced in the layout process. For ease, simply insert the following <X lines> beneath the relevant question, with X being the number required.
- CONTENTS: You may note that the book version of DOT POINT contents is in a double column format. It is NOT necessary for you to recreate this look. Simply use single column as you would for a bulleted or numbered list within the text. The numbers should be in bold with one tab inserted between the number and text. It is not necessary for you to include the page numbers for your contents as these will change.

Manuscript preparation checklist

Please use the following checklist to ensure your manuscript is ready for submission to the publisher.

PRESENTATION

- ALL DOCUMENTS MUST BE '**LETTER**' SIZE, NOT A4
- A separate electronic file is supplied for each chapter or section of your book
- All type is set as per the provided style formatting guidelines
- Manuscript is set in single column format (even if your book will be double column)
- All pages are numbered
- The manuscript has been spellchecked using AUS english (rather than US)
- There is minimal formatting
- Text is left justified
- Preliminary material (i.e. table of contents, forward, etc) is included
- Endmatter material (i.e. glossary, index) is included
- Electronic version matches printed version exactly

TEXT

- All chapters or sections have a consistent structure with the same basic elements
- Call outs, boxed information or quotes are clearly distinguished from the main text
- Heading levels are differentiated according to the provided style formatting guidelines
- Full primary source lines are provided for quoted or resourced material not belonging to you
- Hyphenation has been used correctly
- Automatic numbering is not used
- Spaces have not been used in place of indents, centering or tabs
- Page breaks have been inserted instead of multiple returns
- Punctuation has been used correctly (i.e. full stops at the end of sentences)
- Equations have been created and supplied as separate files

ARTWORK

- Artwork brief has been prepared, including all sources, references and descriptions
- Figures, photographs, illustrations and tables are numbered consecutively
- The required position of the image has been marked in the manuscript (e.g. <Figure 2.1 >
- Artwork is provided separately from the text
- Supplied photographs are either negatives, good quality original prints or high resolution (minimum 300dpi) digital images
- All captions are provided either within the manuscript (e.g. <**Figure 2.1** A man standing by a well >) or in a single separate file