



Brief notes for LaTeX authors

This document contains:

- concise notes on preparing your work for delivery to the Press,
- checklist for a complete typescript,
- typing and formatting tips,
- outline of the production process.

Preparing your work for delivery

To transmit a book into production, we need all of the following:

1. Electronic source files and compiled pdf
2. Illustrative materials for text and cover (if applicable)
3. Permissions for third-party material (if applicable)
4. Marketing questionnaire (MQ)

1. Electronic source files and compiled pdf

Send your complete typescript electronically. When you submit your final typescript, provide two versions of the compiled pdf, one single spaced and one double spaced (e.g. created by inserting `\renewcommand{\baselinestretch}{1.5}` in the preamble before any font packages are called). Our copyeditor will mark corrections and changes interlinearly on the double-spaced version. Also provide the complete source and figure files from which the pdfs were compiled.

Keep a complete, identical backup copy of the compiled pdfs and source files you submit.

We cannot accept electronic patch corrections after the production department has begun work on your book. Later, when you review the copyedited typescript, you will be able to add, delete, or change text.

Restrict your manuscript to the word count or page length stipulated in your contract. Your Press editor might have to return an overlong manuscript for cutting.

2. Illustrative materials

Check your contract and/or consult your editor at the earliest possible stage to discuss the type and number of illustrations expected, if applicable. Unless you have made other arrangements with your editor, you are expected to provide illustrations suitable for publication, either electronically or ready for scanning by the typesetter.

If you wish us to scan your photographs, paintings, drawings, or transparencies, place scanning copy between pieces of stiff cardboard, in a padded envelope, or even in a sturdy binder.

Requirements for electronic illustrations

If you are submitting illustrations electronically, they must meet the following requirements.

General

- Supply all figures in our preferred file formats.
- Supply each figure as a separate file unless it is produced by the book's LaTeX source.
- Name figure files in a logical way (e.g. [first author surname]-fig1-2.tif).
- Ensure that the material you submit is of the best possible quality. We cannot improve overall appearance and resolution.
- If you are unsure about the quality of your illustrations, submit samples for review as early as possible.

Line illustrations – includes only solid black marks on a white background; can contain cross-hatching, stippling, and other patterns, but the lines, dots, and patterns must be solid black or white.

- Supply these in .pdf, .eps, or .tif format.
- Resolution must be at least 1200 dpi at the size they are to be reproduced in the book.
- Line weights must be at least 0.5 points at final size.
- Set figure labels in 9pt Arial, Helvetica or a similar sans serif font. Set labels in lower case with an initial capital (e.g. 'Energy levels').
- Embed all fonts.
- Type math labels as they appear in the text of the book, e.g. variables should be italic.
- If the figure includes several parts labeled (a), (b) etc., make sure the parts are clearly marked.

Photographs/Halftones – includes shaded gray tones, representative of photographs, paintings, and most illustrations and drawings.

- Supply these in .tif or .jpg format.
- Resolution must be at least 300 dpi at the size they are to be reproduced in the book.

Color – includes any color other than black or gray.

- Illustrations will be produced in color only as agreed in the book contract.
- If your book is black and white only, prepare all illustrations in black/white and grayscale, not color.
- Any color illustrations must be supplied in CMYK, not RGB.

If you cannot provide illustrations in a preferred format, we will consider other formats (.png, etc.). Send the highest resolution possible as early as possible. We will test and let you know if they can be used.

3. Permissions

Third-party material is any textual, illustrative, audio, video, or other copyright-protected material included in your work whose copyright is owned or controlled by a third party (i.e. someone other than you and the Press). If any part of your work was created by someone else or has previously been submitted or published as a journal article or as a chapter of another book, you must typically secure permission to use it or must have retained the right to reuse it.

If you have previously signed publishing agreements for journal papers or contributed chapters, these agreements may state that you retain the right to reuse the paper or chapter in whole or in part. Arrangements vary, however, so if you are reusing figures from one of your previous publications, check the relevant agreement. If in doubt, consult your editor.

All necessary permission to use third-party material must be cleared before a typescript can be transmitted to production. Send us a permissions file prepared as follows:

- Include a copy of all correspondence, labeled with the figure number(s) to which it pertains.
- Order the correspondence in the numerical sequence in which the figures/extracts occur in the text.
- Include copyright notices as requested by the copyright holder in figure captions or source notes.

If the permissions file is not complete when the manuscript is submitted, no work, not even copyediting, will begin. We must have complete permissions before the manuscript is transmitted to the production department.

4. Marketing questionnaire (MQ)

The marketing questionnaire requests basic biographical details (e.g., date of birth, academic affiliation), suggestions regarding advertising and marketing outlets, suggestions for a blurb for the jacket or cover, and details that will help us publicize, market, and sell your book effectively. If you do not have a copy of this document ask your editor or his/her assistant to email it to you.

- We use the MQ, not your manuscript, as our definitive source of information on the title of your book, spelling of your name, and other information.
- The MQ is used to generate all marketing copy, including the cover and website blurbs.
- Write naturally. Substantive descriptions are needed so that our sales representatives and marketing group can position the book within the market.

Your manuscript cannot be transmitted to production until we receive a completed MQ in electronic or printed form. It is helpful if you send the completed MQ to your editor before you deliver your manuscript.

Checklist for a complete typescript

You can send a preliminary version of your typescript or a partial typescript for your editor's or an outside reader's comments, but the typescript you send for production must be complete, accurate, and, to the best of your knowledge, in its final form. You will have an opportunity to make corrections after copyediting if necessary. Your Press editor will not be able to transmit an incomplete manuscript to production.

In the following checklist, optional elements are asterisked(*).

Front matter:

- Half title page (created by the Press)
- Series page* (created by the Press)
- Title page (created by the Press; we will not set from your title page)
- Copyright page (created by the Press)
- Dedication/Epigraph(s)*
- Table of contents (chapter titles, subtitles, and contributor names must match wording in text; you can include subheadings, but we will probably not set second- and third-level subheadings.)
- List of contributors with affiliations*
- Notation*
- Foreword* (written by someone other than the author or editor)
- Preface* (written by the author or editor)
- Acknowledgments* (often included in the preface)

Back matter:

- Appendixes*
- Glossary* (This could be shown in front matter instead.)
- Bibliography/references
- Index

Other items:

- Tables, sidebars, charts*, with complete credit information
- Illustrations*, with complete credit information
- Documented proof of permissions
- Completed marketing questionnaire
- Suggested cover art*: We will be pleased to consider any artwork or design ideas you provide for the cover of your book. However, it will be considered a suggestion only and is subject to the approval of the sales and marketing department.

Typing and formatting tips

Unless it is specified in your contract, we do not expect you to prepare final formatted pages. Cambridge University Press will be responsible for the typesetting of your book.

- Use standard class or style files. Do not use double-column article style files. Standard LaTeX book style is preferred. You may also use a Cambridge University Press class file (consult your editor for the appropriate class file).
- Minimize your use of author-defined macro shortcuts.
- Don't insert local formatting, such as `\vspace`, when you should be using standard environments.
- Use consistent spelling, hyphenation, and capitalization in text, tables, and figures. (Tip: Keep a style sheet where you document your choices.)
- Number figures, tables, mathematical equations, enunciations (theorems, definitions, remarks, etc.), and exercises by chapter, each of these categories in a separate sequence, using arabic numbers (e.g., Figure 9.1). Show mathematical equation numbers in parentheses, flush right. Number theorems, propositions, lemmas, and other enunciations, consecutively throughout the chapter; e.g. if a proposition immediately follows a theorem at the start of the first chapter, you would number them Theorem 1.1, then Proposition 1.2, then Definition 1.3, and so on (or Theorem 1.1.1, Proposition 1.1.2, Definition 1.1.3 if you are including the section number).
- The text of the following elements in mathematics books should be set in italics: theorems, lemmas, rules, propositions, and corollaries. The text for definitions, examples, remarks, algorithms, and exercises should not be italicized.
- Always punctuate displayed equations so that they make grammatical sense within the sentence where they appear.
- All numbered figures and tables must be cited explicitly ('called out') in the text.

Bibliography/references

We recommend a reference list at the end of the book that includes only works cited in the text. In an edited work, each chapter can have its own reference list; alternatively, the volume editor can collect and collate all chapter lists, running them as a single list at the back of the book.

Prepare references in the (author, date) style. The following listing shows reference items prepared in the appropriate style; this produces the reference list below.

```
\begin{thereferences}{99}

\bibitem{abbott}
Abbott, L.F. and Deser, S. 1982.
Stability of gravity with a cosmological constant.
\textit{Nucl. Phys.} \textbf{B195}, 76--96.

\bibitem{adams}
Adams, J.F. 1981.
Spin (8), triality,  $F_4$  and all that. In
\textit{Superspace and Supergravity},
ed. S.W.~Hawking and M.~R\"ocek.
```

Cambridge: Cambridge University Press.

```
\bibitem{arnold}
Arnol'd, V.I. 1978.
\textit{Mathematical Methods of Classical Mechanics}.
New York: Springer.
```

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\bibitem{buch}
Buchdahl, N.P. 1982.
Applications of Several Complex Variables to
Twistor Theory, Oxford University D. Phil. thesis.
```

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\end{thereferences}
```

Abbott, L.F. and Deser, S. 1982. Stability of gravity with a cosmological constant. *Nucl. Phys.* **B195**, 76–96.

Adams, J.F. 1981. Spin (8), triality, F4 and all that. In *Superspace and Supergravity*, ed. S.W. Hawking and M. Röcek. Cambridge: Cambridge University Press.

Arnol'd, V.I. 1978. *Mathematical Methods of Classical Mechanics*. New York: Springer.

Buchdahl, N.P. 1982. Applications of Several Complex Variables to Twistor Theory. Oxford University D. Phil. thesis.

Index

Use the LaTeX indexing function and supply the index with the manuscript. In an exceptional alternative, you can insert the index commands into the source files while copyediting is proceeding. However, if you choose to create the index in parallel with the copyediting, you must make sure that the source files are identical to the ones from which the copyeditor's version was created except for the addition of index commands. Any changes to the files not confirmed by the copyeditor's marked hard copy will be ignored by the typesetter.

Special style manuals

Unless we instruct our copyeditors to follow the style and usage given in a professional association's style manual, they will refer to *The Chicago Manual of Style*, 17th edition (the standard in our industry, generally called the Chicago Manual or Chicago or CMOS) when the manuscript style is inconsistent. As long as your writing is clear and consistently styled, however, even if your system is personal and unusual, the copyeditor will not impose "rules" from Chicago.

We recommend that you accept the conventions of your field. For mathematical typesetting conventions, we follow D. Knuth, *The TeXbook* (Addison Wesley, 1984) and E. Swanson, *Mathematics into Type, Updated Edition* (American Mathematical Society, 1999), available online at <http://www.ams.org/publications/authors/mit-2.pdf>.

What happens after transmittal to Production?

- a. We copyedit the pdf typescript you submit.
- b. We typeset the manuscript from your TeX/LaTeX files after you have reviewed the copyedited typescript.
- c. You proofread page proofs and the index.
- d. We create revised proofs based on your corrections to the page proofs.
- e. We manufacture the printed book and produce ebooks using the typesetter's final electronic files.

This process generally takes about 7 months.

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