

ORANGE GROVE TEXT *PLUS* INSTRUCTIONS FOR PREPARING PRESS- AND WEB-READY FILES

Designing Your Book

Choose one of the standard trim sizes¹ for your book as defined in the document titled “Publication Specifications.” We recommend 6 x 9, 7 x 10, or 8.5 x 11 for most publications.² The left and right margin should be 1 inch. From the top of the page to the header and from the bottom of the page to the footer should be 0.5 inches. From the top or bottom of the page to the text should be 1 inch.

The recto, or right, page should always have an odd page number. The verso, or left, page should always have an even page number. Chapters may begin on either a right-hand or left-hand page.

Running heads do not appear on display pages (half-title, title, copyright, part-title, epigraph, dedication, and chapter opening pages; pages with only art or tables) but should appear on all other text pages. On even-numbered pages, the folio (page number) should be flush left in the header, and the text in the center of the head should be the title of the book. On odd-numbered pages, the folio should be flush right in the header, and the running head text in the center should be the chapter title.

Minimum page count is 48 and maximum is 740.

Recommended Text Formatting

Samples follow this list.

Text

Suggested fonts: Aldus, Fournier, Garamond, Janson, Minion, Sabon, Times, Trump

Justified

10 point font with 14 point line spacing

1st Level Headings (i.e., Chapter Title Heads)

Centered

14 point font with 21 point line spacing

Boldface

All caps

No running head on any page on which it appears

¹ Publishing terms are defined in the glossary at the end of this document.

² This document was created in Microsoft Word with a 8.5 x 11 trim and can be used as a template for creating your file.

Start chapter heads consistently approximately 1/4 way down the page
One extra line (14 point line spacing) after it and before text begins

2nd Level Headings

Centered
12 point font with 14 point line spacing
Upper and lower case
One extra line (14 point line spacing) after it

3rd Level Headings

Inline with text
10 point font with 14 point line space
Italicized
Upper and lower case

Extract 1 Text

Justified indented 1/4" from both margins
9 point font with 14 point line spacing
Extra line (14 point line spacing) before and after extract

Tables

First line is the table number and title in 10 point font, flush with the left margin of the page
If table takes up 3/4 of the page or more, do not include any text on that page (including headers) that is not related to the table itself
Headings in the table italicized or in all caps.
Leave two extra spaces (14 point line spacing) before and after each table
Authors can use the table function or use tabs to align items in the table.

Notes

Use either footnotes or endnotes but not both
10 point font with 14 point line spacing
Most word-processing programs will automatically format footnotes by adding a superscript footnote reference in text and by placing the note at the bottom of the page or end of the book.
If you use endnotes, make sure to include them in the back matter and make sure to include a "Notes" listing in the table of contents.

Images

Halftones (figures, illustrations, pictures, maps, etc.) 8 bit, 300dpi, 5" x 7", grayscale, not in a compressed file format

Line art 1 bit, black and white, 600 dpi
Images can be printed in color for additional cost

Captions for the images:

Times New Roman 10 point font with 14 point line spacing
Flush left with the left-hand margin
Two full line spaces (14 point line spacing) after the image
Two additional full line spaces (14 point line spacing) after the caption

CHAPTER HEAD (1ST LEVEL HEADINGS)

2nd Level Heading

3rd Level Heading

The first paragraph of a new element (e.g., text under a head or the first paragraph of an extract should not be indented.

Subsequent paragraphs should be indented. Notice that this paragraph is indented 1/4" from the margin. The line spacing is 14 points (Times New Roman). The text is justified. Despite what you may have learned in high school typing, do not double space after a period.

This is extract text. Notice that it is in a smaller font size (9 pt.). All the text is indented from both the left and right margins. The extract text also has an extra line before and after it.

As with the text above, the first paragraph is not indented, but subsequent paragraphs should have an indent.

Table 1. This Is an Example Table

<i>Example Head</i>	<i>Example head</i>	<i>Example head</i>
Value 1	Value 1	Value 1
Value 2	Value 2	Value 2
Value 3	Value 3	Value 3
Value 4	Value 4	Value 4
Value 5	Value 5	Value 5
Value 6	Value 6	Value 6

On this page you will find an example of a figure. Notice that the figure image has a caption that is flush left with the page, in 10-point font, below the figure, and separated from other text by two extra spaces.

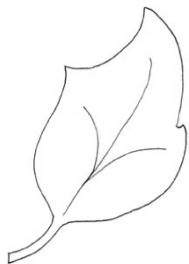


Figure 1: Leaf

Below is an example footnote. You can use either endnotes or footnotes. This is an example of a sentence with note superscript.³

³ This is a footnote. It is in 10 point Times New Roman font.

Order of the Manuscript

The following is based on the Chicago Manual of Style Online. For more information, see <http://www.chicagomanualofstyle.org>. The symbol * indicates an optional section.

Front Matter

All front matter sections should begin on a new right-hand page unless otherwise noted.

*Half-title page

Frontispiece or blank (left-hand page)

Title page

Copyright page (left-hand page)

Grant acknowledgment (or include on copyright page)

*Dedication or epigraph

Table of contents

List of illustrations

*List of tables

Foreword (a statement by someone other than the author)

*Preface

*Acknowledgments

*Introduction (if not integral to the text; e.g., if it is about the making of the publication or is a substantial introduction by someone other than the author)

*Abbreviations

*Chronology

*Author's note

*Abstract

Main Text

All main text sections should begin on a new right-hand.

*Second half title

*First part title

*Introduction (if integral to the subject matter of the publication)

First text page

*Plates

Back matter

All back matter sections should begin on a new right-hand page unless otherwise noted.

*Acknowledgments (if not in front matter)

*Appendix(es) (first appendix begins on a right-hand page; subsequent appendixes may begin on either page)

*Chronology (if not in front matter)

*Abbreviations (if not in front matter)

Notes

*Glossary

Bibliography /Literature Cited

*List of contributors

*Illustration credits (if not in captions or elsewhere)

Index

Proofreading

The following checklist will enable you to ensure the quality of publication. UPF will only check your cover, copyright page, and title page, so it is your responsibility to ensure that the final publication follows the standards described in this document and will be easy to use by your readers.

Check that all parts of the book have made it into the final press-ready files. Proofread final press-ready files.

For words hyphenated at ends of lines, be sure word division is correct. UPF recommends *Merriam Webster's Collegiate Dictionary* (11th edition) and, if a word cannot be found there, *Webster's Third New International Dictionary* as a guide, but other standard dictionaries (American Heritage) are acceptable. Word divisions produced by word-processing programs are frequently incorrect.

Check order of elements and left and right paging against edited manuscript. Check for correct roman (front matter) and arabic pagination.

Check opening pages for no folios and no running heads.

Certify that the table of contents and interior titles match, and that the page numbers in the table of contents are correct.

Check the parts of the publication against the table of contents to ensure that no elements have been omitted.

Make sure all note numbers are present in the text and the corresponding notes are at the foot of the page (if publication has footnotes), or at the back of the publication (if publication has endnotes), or at the back of the chapter (for collected volumes). If using endnotes, we recommend that endnote headers include page ranges (“Notes to Pages 000–000”). If a foot-of-page note runs over to a second page, at least two lines of the note should normally appear on the first page, but this portion of the note should not end with a period (leading readers to believe the note is completed); a hairline rule should be provided over the continued portion of the note on the next page (most word processing and desktop publishing programs automatically do this or something similar).

Check illustrations and tables for satisfactory placement in relation to the text. Illustrations and tables should usually be placed at the top of the page and should not appear on a page before a reference to them in the text. A right-hand page ending with a hyphenated word should not be followed by a full-page table or illustration.

Check all running heads for accuracy. Pages with full-page tables and illustrations should not have running heads.

Look at *every* page, checking for obvious errors and physical defects.

Prepare Copyright Page

The following information *must* be listed on the copyright page:

Copyright notice with year of publication (if previously published, list both the original year of publication and the year of publication of the current edition)

Publishing and/or translation publication history, if applicable

Name of the publisher

“Manufactured in [country]”

Add appropriate creative commons copy. Information on creative commons licenses can be found at <http://creativecommons.org/>

The following information can be listed on the copyright page:

Acknowledgments, permissions, and other credits, if space permits

Grant acknowledgments, if space permits

Prepare Title Page

Check the title, subtitle, and author name

The following information should also be printed on the title page: “Distributed in association with Orange Grove Texts *Plus*, an imprint of the University Press of Florida.”

Creation and Delivery of Files

We accept the following file formats: Adobe PDF (.pdf) using the default setting of “PDF/X1a: 2001” and Adobe PDF (.pdf).

We recommend submissions of files created with the Adobe Acrobat “Distiller” program, which is only available in the professional version of Adobe Acrobat 6 and higher.

We strongly recommend that files be PDF/X1a: 2001 compliant. This setting ensures that all fonts are embedded, converts any images that do not already use a CMYK color profile (not RGB, which is intended for web display only), and corrects “trapping” and “transparency” settings to ensure correct color alignments and color representations on covers.

PDFs should be unzipped.

Do not use tile “Standard” default setting in Acrobat.

Specifications

PDF files should be single-page (no spreads), centered left to right and top to bottom, with no crop marks.

Embed all fonts and include both screen and print versions. To check if the fonts are embedded, open the document in Acrobat. Select “Properties” under the “File” menu. Under the fonts tab, the listings should show the names of all fonts used in the file, and “Embedded” or “Embedded Subset” should appear next to each font listed. PDF font subset should be set at 100%.

All interior contents should be submitted as CMYK (text, images, graphics). Do not include spot colors or ICC profiles in your file.

Halftones should be 8-bit, 5” x 7”. Line art should be 8-bit, 5” x 7”, black and white at 600 dpi. Avoid bleeds. Do not use compressed images (e.g., JBIG).

Any interior text 24 point or below should be 100% black only (no grayscale).

Using Microsoft Word

If you are using Microsoft Word to layout your text files, please adhere to the following requirements:

Choose “print” and select the Adobe PDF print driver in the print dialog box.

The default setting (conversion) should be changed from “Standard” to “PDF/X1a: 2001” (preferred) or “High Quality.”

Change the PDF page size from 8.5” x 11” to the book’s trim size.

Do not use the “shortcut” button located in the toolbar for creating your PDF.

Alternatively (and/or if you are using earlier versions of Microsoft Word), save as a postscript file (look for the “PDF” button) from the print dialogue box. Launch Adobe Acrobat Distiller, select “PDF/X1a:2001” as the default setting, and open the postscript file just created.

Submission of Files

Name your files as follows: [author last name_title]text.pdf

Complete Final Approvals and Submit Final Press-ready PDF

Submit text files as a single PDF.

You can deliver your files on CD or DVD or by using the on-line FTP service YouSendIt (yousendit.com).

Glossary

Back matter. Material on pages at the end of the book, after the body content. Examples of back matter are indexes, appendixes, and bibliographies.

Bleed. An image that extends beyond the interior margin and up to or beyond the trim edge of file or printed page.

CMYK. An acronym for the four ink colors used on printing presses to create the full color spectrum. The letters refer to cyan, magenta, yellow, and black.

Compressed file formats. When files, such as images, are compressed, they take up less storage space but may lose data, which can be detrimental, depending on the final output method. JPEG, PNG, and JBIG are examples of compressed image formats for print; we recommend use of the TIFF file format, which is uncompressed.

Diacritic. A mark that is placed on a letter to indicate a word should be pronounced differently than it would be otherwise. Examples of common words with diacritics are “naïve” (umlaut) and “piñata” (tilde).

DPI. “Dots per inch” refers to the resolution of an image when displayed in print or on a screen the number of ink dots or illuminated points in a linear inch. While DPI is also used to refer to screen display, sometimes PPI (pixels per inch) is used instead. The higher the concentration of dots (or pixels), the greater the resolution. In printing, 300 and 600 dpi are commonly acceptable resolutions, whereas screens generally display 72 dpi. This discrepancy is one reason why images downloaded from the Internet do not have a high enough resolution for print.

Flush. When referring to text, this means the text is completely level or even with a margin.

Folio. The page number, which can appear outside the running head at the top of the page or at the bottom of the page (a foot folio).

Font. The style of text being used; can sometimes be referred to as “type” or “typeface.” Times New Roman is an example.

Front matter. Material that appears on pages at the beginning of the book, before the body content. Examples of front matter are title pages, tables of contents, and copyright pages.

FTP. Stands for “file transfer protocol” and refers to a method for transferring large files.

Grayscale. Refers to a black-and-white image that contains varying shades of black, from 0 to 100 percent.

Halftone. Also called continuous tone. Refers to an image that contains varying shades of color, from 0 to 100 percent.

Head(ing). Line of text that highlights the beginning of a new section (e.g., a chapter, a table, or a subsection).

Header. Also called running head. The heading at the top of pages that allows the reader to better navigate within a book. When placed at the bottom of a page, it is called a footer (or running foot). Running heads are never used on non-text or blank pages. Generally, running heads include the part or chapter title, a subhead or subtitle, or an author in multi-author books. The broader category always appears on the left/verso page.

Justified. Also referred to as “full-justified,” this type of alignment means spacing is added within and between words so that all lines are the same length, resulting in alignment of both the right and left margins.

Line art. Art composed of lines and/or shapes that are 100 percent black, that is, with no shades of gray.

Margins. This refers to the borders within which all material appears.

Point. This is a unit of measurement used to describe the size of text. Most word-processing programs use a standardized system based on 72 points per inch.

RGB. A color model (red, green, blue) generally used for screens as opposed to print.

Spot color. A single color in addition to black, used for certain elements in a book (e.g., part titles, ornaments).

Text block. Refers to the entire interior text, including all display, text, and blank pages.

Trim size. The dimensions (in inches) of a single page in a publication.