From delivery to publication

Formatting a camera-ready copy of your manuscript

A book consists of a **cover** and the **body of the book**. The body of a book is made up of **inner title pages**, the **text** and, where required, **back pages** for advertisement.

Your book will be printed from a camera-ready (print-ready) copy formatted by you. This may be submitted as a **PDF or a Postscript file**. Please refer to our notes on how to create a Postscript file for further information. In general, we encourage submission of sample pages prior to the submission of the final manuscript. Our technical department is happy to check layout and printing compatibility to save you work and time later on.

In addition, you will need to submit a **blurb** and, if applicable, a **cover illustration**. Your publication may contain a **CD or DVD**. After submitting the camera-ready copy, you will be sent a PDF draft for approval. This is the file that has been prepared by our technical department for printing. At this stage, you are asked to verify that the file contains the correct text and that any special formats (special characters, diagrams, etc.) appear as intended.

Production of your work will begin immediately after your approval has been received. At this stage, it is no longer possible to make any changes. Should changes to the manuscript be necessary at this point, additional costs apply and the production process will be interrupted. You will further receive the drafted **inner title pages** (preliminary pages) and **cover** after submission of the camera-ready copy. Written approval will be necessary as soon as you receive these - it is still possible to make ammendments at this stage.

There are exceptions (i.e. print runs of over 500 copies or works with many colour images) in which case we will provide you with a printout of the draft that we has been prepared for production. In this case, **written approval** of the correct order of the pages and the printing quality is required. An additional PDF draft will not be neccessary.

Body of the book
Your book will be printed from a camera-ready (print-ready) copy formatted by you. It can be submitted as a **PDF or a Postscript file**.
A printed proof of your work may be necessary.
Creating a **PDF-file** is the easiest way of preparing your camera-ready copy. The PDF-creator is a useful tool that is available for free download at: http:/de.PDFforge.org/download.
Adobe's Original Acrobat Software and the PDF-option of OpenOffice or WinWord are of course suitable software for the creation of a PDF-file. After installing Adobe Acrobat, additional (virtual) printers are available for selection. Please use the "distillerör Ädobe PDFönly for creating a PDF-file. **Do not** use the PDF-Writer".
The use of other plugins or software by third-party suppliers has repeatedly lead to visible faults or errors. We therefore discourage the use of such software.
It is important that all fonts are embedded into the PDF and the images are not compressed into the new file.
As an alternative to a PDF, you may submit a **Postscript-file** for which no additional software is required. Different operating systems will supporty different ways for creating a Postscript-file.
Please use Acrobat Reader for previewing your PDF file and Ghostview for previewing your Postscript-file.
If a **printed proof** of your work is required, please use the same software for printing. It is important for it to be printed from the camera-ready PDF-file. Do not print from the original word processor. There are no qualitative requirements for this printout, it can be submitted as a double-sided print that does not need to be filed or stapled.
In general, we encourage submission of **sample pages** prior to the submission of the final manuscript. Our technical department is happy to check layout and printing compatibility to save you work and time later on.

Components

- Inner title pages/preliminary pages: prepared by us, the first page of the manuscript provided by you is page 5 or V.
- Dedication: without page number and with a blank backpage
- Prefaces: stating place and date of issue and the name of the author; may contain a dedication and acknowledgements (optional)
- Table of contents: clear structure, shouldn't contain subheadings any lower than second rank"
- Text
- Appendix: may comprise of index, bibliography and table of images
- Images, tables, graphics: please note our guidelines İmages/graphics"
- Advertisment: empty pages at the back of the book that are often included for technical reasons will be used for advertisement for relevant titles from our programme.

Formatting and Layout

- **Type area**

  Please send us your camera-ready copy with a 1:1 print scale. This means that the type area needs to be consistent with the chosen book format. Type area“describes the printed part of a page. The indications of heigth and width of the text also include the page number, headers and footers.

  - format 15.3x9.3 cm: type area: 13x7 cm
  - format 16x11.5 cm: type area: 13.7x9.2 cm
  - format DIN A5: type area: 17x11 up to 18.5x12 cm
  - format 22x16 cm: type area: 18.5x12 up to 20x12.5 cm
  - format 23.5x16.2 cm: type area: 19.5x12 up to 20.5x12.5 cm
  - format 24x17 cm: type area: 20x12 up to 21.5x14 cm
  - format DIN A4: type area: 25x15 up to 26x16 cm

  No other type areas should be employed. If you would like to format your text according to a different scale than listed above, please make sure to get confirmation from your comissioning editor.

  All pages have to be consistent. The typing area must not be exceeded by any text elements or images.

  It is generally advisable to avoid pages on which the text meets the **page margin**. If such layout is desired, please ensure that there are at least 3 mm at the top and bottom of each page, as well as 3 mm on the right (odd pages) and 3 mm on the left (even pages). Additionally, there should not be any blank space on the righthand margin of even pages and on the lefthand margin of odd pages. Please note that additional costs apply for such formatting; usually, it is not necessary for academic publications. Please refer back to your comissioning editor, should questions regarding this matter arise.

  Providing a camera-ready copy is submitted that needs to be **scaled down** to one of the above formats, it must be ensured that the selected font is large enough. It is hence advisable to check the font beforehand in order to avoid that it appears too small. The text is usually scaled down by a factor between 70 and 80.

- A **font size** of 11-12 pt is recommended for the main text and 9-10 pt for footnotes in Times New Roman. If submitting an A4-copy to be scaled down, it is advisable to select a font size of 14/11pt. Please note that a change of the font size may result in changes in the length of your work. Smaller fonts reduce the overall length of the book, whereas larger fonts increase it.
- Times New Roman is the **recommended font**. In general, the use of fonts with very fine lines is discouraged, as the printing quality might be affected negatively.
- Regarding the **spacing** of your work, single or 1.2 line spacing is recommended.
- Please start **pagination** with page 5 or V. The first four pages will be provided. Roman page numbers are usually used for prefaces, dedications and tables of content. Arabic numbers are used for the main text and appendixes. Blank pages (only verso pages) must not be numbered. The same applies for chapter pages and dedications.

Page numbers may be centred or alternating. For alternating page numbers, even numbers should appear on the left side of the page and odd numbers on the right side of the page - this applies for both roman and arabic numbers. The gap between text and page numbers should match the width of one line.

- If **headers** are to be included, the spacing between header and text should be single line. Double-spacing should not be used. Headers are necessary if you are publishing a collected volume. The name of the author is to be placed on the left page, the (abridged) title of the corresponding article on the right page. Headers for monographs should be designed to display the title of the main chapter on the left page and the title of the subchapter should appear on the right page (titles may need to be abridged to one line). The page number should be integrated into the header, if headers are being used.
- **Main chapters** must start on a right page. This means that a blank page may need to be inserted if the preceding chapter ends on a right page.
- **Footnotes/endnotes** numbering should begin with each main chapter. This is especially important for collected volumes. Endnotes might be a good solution for the latter to ensure good readability.
- Automatic **hypenation** must always be selected. Failing to do so will result in large gaps in the text. Please note that different rules of hyphenation apply in different languages. Ragged left alignment should be selected in sections for footnotes, as hyphenation might not be applicable in this case.
- Please note that **blank pages** are commonly on the left page, i.e. at the end of a chapter. Manuscripts with blank right pages, or entirely empty pages in general, won't be accepted.
- Please adhere to common **formalities** of academic publications. LIT Verlag does not impose a **citation style**, but academic conventions must be fulfilled. The same applies for the **table of contents**. In general, we advise you to create your table of contents according to a clear structure - it usually suffices to include secondary headings and omit sub-heandings of lower ranks". The same applies for **bibliography**, **table of figures** or **index**.