GUIDELINES FOR VOLUME EDITORS

The following guidelines, which are intended for manuscripts prepared in Microsoft Word or other word processing programs, are designed to streamline the process of bringing your manuscript through the publication process. To achieve the schedule, quality, and price that are optimal for your project, please follow these instructions carefully. Once your manuscript has been accepted for editing, your copy editor will be your main contact for the remainder of the publishing process and will provide you with a schedule so you will know when you will need to be available for reviewing the edited manuscript, proofreading, and indexing. It is essential that you meet all deadlines provided to you by your editor.

YOUR RESPONSIBILITY AS A VOLUME EDITOR

If you are the volume editor of a collection of contributed chapters or works compiled from other sources, you will be responsible for seeing that a complete, well-organized manuscript is submitted to IIUM Press. In addition, you will be responsible for corresponding with your contributors throughout the publication process. The specific responsibilities of a volume editor include the following:

1. Soliciting and assembling manuscripts in electronic form from contributors (or compiling reprinted materials). The chapters should be uniform in their format, with the same reference style used throughout the book.

2. Providing IIUM Press with complete names and addresses for all contributors.

3. Obtaining permissions from the copyright holders of all reprinted material. Contributors may be asked to obtain permissions for borrowed material, but the volume editor has final responsibility for delivering all necessary permissions to IIUM Press

4. Reviewing works submitted by contributors to make sure they are well written, well documented, accurate in their content, and suitable for publication in the compiled volume. As necessary, you will work with contributors to revise or rewrite.

5. Deciding and informing contributors in advance whether they will receive the

copyedited manuscript or page proofs for their review and keeping contributors informed of the scheduled dates for their review.

6. Submitting with the manuscript a title page, table of contents, preface, introduction, and list of contributors with complete names and affiliations.

7. Reviewing the manuscript after it has been copyedited and, if desired, sending copies of the edited chapters to contributors and collecting and returning the copies to IIUM Press by the scheduled return date. If contributors have made conflicting edits, it is you, the volume editor, who makes a final determination and conveys one final decision to the IIUM Press copy editor.

8. Ensuring that all author queries on the edited manuscript are answered (either on behalf of the contributors or in conjunction with the contributors).

As volume editor, you are also responsible for ensuring that all of the chapters to be included in your book are prepared according to the guidelines presented here and the attached guidelines for your contributors. We reserve the right to return materials to you if they are not prepared correctly. You will be the intermediary between the contributors and IIUM Press.

It is your responsibility to scan the manuscript through the plagiarism checker, making certain that all queries have been answered and ensuring that the text is accurate and ready for the typesetter. Only you (or your contributors) will be reading proof; the Press will hire editors and proofreaders.

If your contributors will be involved in either the manuscript or proof stage, you will need to send the materials to your individual contributors; IIUM Press will not handle this for you. You will serve as the conduit between your contributors and IIUM Press; do not have the contributors send anything directly to the Press. You will be responsible for preparing the index. You are also responsible for making certain that your contributors have obtained any necessary permission for their use of previously published figures, quotations of copyrighted material exceeding 300 words, or any poems or song lyrics, regardless of length. It is your responsibility to compile a list of sources and acknowledgments for all reprinted material, making certain that any stipulations of the grantor of permission have been followed. If you

have any questions that are not directly addressed here, consult The Chicago Manual of Style, 16th edition.

THE ELEMENTS OF A MANUSCRIPT

A manuscript consists of several elements. These are front matter, the body of the text, documentation (notes and bibliography or reference list), figures, figure captions, and tables.(Figure preparation is discussed in the section Figure Submission Guidelines.)

FRONT MATTER

Front matter includes the following, in this order:

- half title page (consisting of the main title only)
- series page or blank (we will provide)
- Title page
- copyright page (we will provide)
- dedication or epigraph
- Table of contents (called simply "Contents")
- foreword (written by someone other than the author of the book; if applicable)
- series foreword (if applicable)
- preface (written by the author of the book, not someone else)
- acknowledgments (if not included in the preface)
- introduction (if not the first chapter of the book)

All front matter should be numbered with lowercase roman numerals. Page 1 should be the first page of the main text.

THE TEXT

Indent the first line of each paragraph, except for the first paragraph after a heading. Make sure you indent the first line of any paragraph after an extract, list, or other interruption if you intend for it to be considered a new paragraph. Do not put extra space between paragraphs.

DOCUMENTATION

Please use one of the two basic systems described in the Chicago Manual, 15th ed., chapters 16 and 17. These are the notes and bibliography system and the author-date and reference list system.

Notes must be gathered at the end of the file; do not place the notes at the bottom of the page—that is, use endnotes, not footnotes. Number notes consecutively within each chapter using superscripts for in-text references and on-line numbers (not

superscripts) preceding the notes themselves. Style them consistently according to the Chicago Manual. Be sure the notes are in 12-point font and double spaced. Refer to the section Notes and Bibliography System for examples.

References must be complete, accurate, and styled consistently according to the Chicago Manual or an established journal in your field. They must be double spaced and in a 12-point font. If you use the "author-date" citation system, refer to the section Author-Date System with Reference List for examples. Do not list author-date citations in notes.

TABLES

Place each chapter's tables at the end of the chapter. Double number tables using chapter and table number (table 1.1, table 1.2, and so on). Cite tables in the text using these numbers. Indicate each table's approximate location by placing a callout in square brackets (e.g., "[table 4.2 near here]"), on a separate line between paragraphs. Table captions should remain with the tables; do not create a separate table caption list. Long tables need not be double spaced.

If you are submitting boxed text, number and cite the boxes using this same pattern.

PREPARING THE MANUSCRIPT

GENERAL INSTRUCTIONS

- Be consistent in your treatment of any particular design element (see below regarding subheadings).
- Always allow the word-wrap function to operate; do not place hard returns at the end of a line of text. Use hard returns only to end paragraphs, headings, or items in a list.
- Make sure there are no links, annotations, or hidden text in the final version of your manuscript. Do not create running heads.
- All type should be in upper and lower case (with the exception of acronyms, do not use all capital letters, even for headings).

FORMATTING

- Before typing your manuscript, turn off your word processor's automatic formatting features. Do not use built-in paragraph styles.
- Because you are creating a manuscript for editing, it is important that the line spacing, type size, and margins are sufficient to allow the editor to do his or her work, as described in Typing the Manuscript. Do not format your manuscript pages to look like book pages. Our design department will be responsible for establishing the format of your book. Do not justify the

margins; paragraphs should be flush left, ragged right. Do not attempt to design your manuscript; keep the formatting as simple as possible and avoid using multiple fonts or multiple type sizes.

TYPING THE MANUSCRIPT

Line Spacing

All elements of the manuscript must be double spaced. This includes the text, notes, references, block quotations, figure legends, tables, and displays (the only exception is long tables; these may be single spaced).

Type Size

Be sure to use at least a 12-point type size.

Margins

All pages should have margins of 1.5 inches on all sides.

Punctuation

- Use only one space after periods and colons.
- Place periods and commas inside closed quotation marks; place colons and semicolons outside. Disable your word processor's automatic hyphenation feature.

Superscripts and Subscripts

- Use superscripts only for note numbers in the text or where necessary in mathematical equations; type, for example, 42nd Street, not 42nd Street.
- Place end-of-sentence superscript numbers after the period, with no space preceding.

Indention

- Always use a tab, not the spacebar, for paragraph indents.
- Do not indent the first line of the paragraph under a subheading, but all other paragraphs should have their first line indented.
- Use the indent function, not tabs, for setting off block quotations.

Italics

Use italics for words used as words (as in "it seemed that possible was the operative word"); foreign terms (if not included in Webster's); first occurrences of key terms when they are defined. Use italics only sparingly for emphasis. (Italics may be indicated either by underlining or by simply using italics— but be consistent.)

Subheadings

Try to use no more than three levels of subheading. Type each heading using upper- and lowercase letters. Differentiate each level of head in the manuscript (e.g., level 1: boldface flush left; level 2: italic flush left; level 3: roman flush left). Do not place superscript note numbers in headings.

Quotations

Use block quotations for any quoted material exceeding 7 to 10 lines or any quotations containing multiple paragraphs. Double-space all block quotations, leaving an extra line of space above and below the quoted matter. Do not place quotation marks around the extract. Use three ellipsis points to indicate deletions from within a sentence, four to indicate a deletion from the end of a sentence (the first ellipsis point represents a period and should be typed tight against the last word). Do not use ellipses at the beginning or end of the quotation. Bear in mind that all quoted poetry or song lyrics require permission, regardless of length.

PAGINATING THE MANUSCRIPT

Number the manuscript consecutively, beginning with the first page of the text proper, using arabic numerals. Number the front matter separately, using lowercase roman numerals. Be consistent in your placement of page numbers throughout the manuscript.

SUBMITTING THE MANUSCRIPT

All elements of the manuscript must be complete at the time it is submitted to the Press; we cannot begin editing unless all elements are present. (A guest foreword may be submitted later; consult with your acquisitions editor to see if this will be feasible for your project.) Once your manuscript has been submitted we will consider it ready for editing. Do not send revised materials after this time, and do not continue revising your electronic files.

Submit your work on CD (if you prefer to submit your work electronically, contact your copy editor for instructions). The text must be in one of the major word-processing programs for the Mac or PC, preferably Microsoft Word. Do not submit PDFs of your text; send only word-processing files. Label the discs with your last name, the book title, the name of the word-processing program used (including version number), and whether the discs were prepared on a Mac or a PC.

NAMING MANUSCRIPT FILES

Submit each chapter as a separate file; the front matter should also be a separate file. Name each file using the following guidelines:

- All file names begin with lead author's last name followed by an underscore, a two-digit unique identifier, and the file extension. It is crucial that there are no blank spaces or punctuation (especially periods) other than an underscore in the manuscript filenames.
- The front matter is assigned the unique identifier "00."
  Examples:
  Smith_00.doc (front matter) Smith_01.doc (chapter 1)
  ...
  Smith_12.doc (references)

If you are submitting figures in electronic form, place them on a separate disc. (Please refer to the Figure Submission Guidelines.) Remove any files from the disc that are not relevant to your book. Do not include multiple versions of the same material.

You must submit a printed hard copy in addition to your electronic files. IIUM Press needs the hard copy in order to verify that any special characters and alignments are not lost when the files are viewed on our computers. This is especially crucial in any manuscripts containing equations, linguistics examples, or languages using nonroman alphabets.

Make sure the files on the discs correspond exactly to the hard copy; if there are discrepancies between the hard copy and the discs, we will consider the electronic version definitive.

NOTES, BIBLIOGRAPHIES, AND REFERENCE LISTS

One of two systems is commonly used for documentation. One uses numbered notes and a bibliography (the bibliography is not necessary if full citations are given in the notes); the other uses in-text author-date citations and a reference list. Examples of both systems are given below. Do not mix the systems: use one or the other. For more information, refer to the Chicago Manual, 16th edition, chapters 16 and 17, which is IIUM Press's preferred style. For all book citations, include all of the following information: author's name, title, city of publication, publisher, year. For all citations of journal articles, include author's name, article title, journal name, volume number, issue number, year, and page numbers. Check all citations carefully to make sure they have been styled consistently.

NOTES AND BIBLIOGRAPHY SYSTEM

Use your word processor's automatic note inserting and numbering function, set for endnotes and not footnotes. Place all notes at the end of the file. In the published book, the notes will appear at the end of the volume.

Use superscript note numbers in text. For example, "Rowe claims that 'the role of the designer . . . in such a complex system is one of describing modes of interaction and degrees of freedom within and between multiple agents.'"[1]

Books

Note Form

1. Robert Rowe, Machine Musicianship (Cambridge, Mass.: MIT Press, 2001), 373.

[A citation to the same source immediately following the main citation should use ibid.:]

2. Ibid., 375.

[Later citations to the same source should employ a shortened form, consisting of the author's last name and the main words of the title:]

13. Rowe, Machine Musicianship, 124.

Bibliography Form

Rowe, Robert. Machine Musicianship. Cambridge, Mass.: MIT Press, 2001.

Chapter in a Book

Note Form

1. Leo Marx, "The Railroad-in-the-Landscape: An Iconological Reading of a Theme in American Art," in The Railroad in American Art: Representations of Technological Change, ed. Susan Danly and Leo Marx (Cambridge, Mass.: MIT Press, 1988), 195.
2. Ibid., 204.
13. Marx, "Railroad-in-the-Landscape," 207.

Bibliography Form

Marx, Leo. "The Railroad-in-the Landscape: An Iconological Reading of a Theme in American Art."
In The Railroad in American Art: Representations of Technological Change, edited by Susan Danly and Leo Marx, 170–196. Cambridge, Mass.: MIT Press, 1988.

Article in a Journal

Note Form

1. Ronald C. Nahas, "Beirut Rising," Urban Land 58, no. 10 (October 1999): 40–46.

Bibliography Form

Nahas, Ronald C. "Beirut Rising." Urban Land 58, no. 10 (October 1999): 40–46.

AUTHOR-DATE SYSTEM WITH REFRENCE LIST

If you use the author-date citation system, include the citation within the text, and make sure the source appears in the reference list. For example:
Rowe claims that "the role of the designer . . . in such a complex system is one of describing modes of interaction and degrees of freedom within and between multiple agents" (Rowe 2001, 373).

Or

Rowe (2001, 273) claims that "the role of the designer . . . in such a complex system is one of describing modes of interaction and degrees of freedom within and between multiple agents."

Examples of Reference Citations

Book

Rowe, Robert. 2001. Machine Musicianship. Cambridge, Mass.: MIT Press.

Chapter in a Book

Marx, Leo. 1988. The railroad-in-the landscape: An iconological reading of a theme in American art." In The railroad in American art: Representations of technological change, ed. Susan Danly and Leo Marx, 170–196. Cambridge, Mass.: MIT Press.

Article in a Journal

Nahas, Ronald C. 1999. "Beirut rising." Urban Land 58 (10) (October): 40–46.

In this system, notes are used only for further discussion that is more detailed than or tangential to that of the text; notes are not used for merely listing author-date citations.

CITING URLs

The Chicago Manual (16th edition, 17.4–17.15) contains guidelines for including URLs in your notes and references. Please refer to that source for additional information.

URLs change frequently and may no longer provide access to your sources at the time your book is published. Do not provide URLs for book or article citations unless they provide the only means of access for the material. If a book, chapter, or article is available in print form, provide a complete citation to the print version of the publication only. Any URLs you provide should be checked to make sure they are accurate and current when you submit your manuscript. When including URLs, cut and paste them from your browser; do not attempt to retype them. URLs should be styled as follows:

Available at http://mitpress.mit.edu

URLs should not appear in your manuscript as active hyperlinks (that is, underlined and in color). If the URL appears on your screen as a hyperlink, right-click on it and select Remove Hyperlink. If you must break URLs over lines of text, break them after a slash (/); before a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent sign; you can break URLs before or after an equals sign or an ampersand. Do not add hyphens to URLs, and do not break a URL after a hyphen that is part of a URL.

FIGURE SUBMISSION GUIDELINES

HARD COPY FIGURE SUBMISSION GUIDELINES

All figures submitted as hard copy only must be camera ready; that is, they must be first copies of professionally prepared drawings or glossy photographic prints, not photocopies.

If actual photographs are submitted they must be sharp and clear. Pages removed from books (tear sheets) are also acceptable as long as appropriate permissions have been secured. Photocopies are not acceptable. Transparencies and 35mm slides may be submitted. All media should be labeled without damaging the art (for example, a light pencil could be used on the backs of photographs). We will do everything possible to ensure that no damage is done to the items submitted for publication, but we cannot guarantee that all hard copy figures will be returned in their original condition. Wherever possible, refrain from submitting the only copy that you have as some wear and tear is to be expected during the scanning and retouching process.

Labeling Figures

Label each figure using the double-number method by combining the chapter and sequential figure number. For instance, the first three figures in chapter 1 should be labeled figure 1.1, figure 1.2, and figure 1.3. The first figure in chapter 2 will be figure 2.1. For figures that appear in unnumbered chapters (e.g., Introduction, Preface, etc.), use an abbreviation for the chapter name followed by the sequential figure number (e.g., intro 1, intro 2). Be sure to number the actual artwork, writing in pencil on the back of photographs if necessary. If you are submitting slides, place them in a clear plastic sleeve and place the figure label on the outside of the sleeve.

Citing Figures

Cite figures in the manuscript using the figure labels assigned. Indicate each figure's location in the text by inserting a "callout" in square brackets (e.g., "[figure 2.5 here]"), on a separate line between paragraphs. You may use boldface to help distinguish the figure callout from standard paragraph text.

ELECTRONIC FIGURE SUBMISSION GUIDELINES

Provide electronic files for your figures in the programs in which they were created. We refer to these as the figure source files. Acceptable programs include: Photoshop, Illustrator, PowerPoint, and Excel. Acceptable file formats include: XLS, PPT, EPS, TIF, JPG, PSD, PDF, and GIF. Any electronic figures that contain text (e.g., charts and graphs) should be created in Illustrator or Excel to ensure that the text is legible

in print. When adding labels to figures, use common fonts such as Times, Arial, or Helvetica.

Guidelines for Scanning Figures

If you are scanning art, set the resolution at 300 dots per inch (dpi) for grayscale or color. The original image area should be at least 5 inches wide. If the original is smaller than 5 inches, set the scanning resolution higher (for example, 400 dpi for a 4-inch piece of art). Scan line art such as charts, graphs, or pen drawings at 900 dpi grayscale to ensure that the text is legible. Save scanned images as TIFF or JPEG files and number them according to the figure labeling guidelines provided in this document.

Guidelines for Capturing Screen Shots

NOTE: Many commercial programs that take screen shots are available for purchase. Owing to the myriad options that exist for obtaining screen shots on various operating systems, we advise that you refer to your owner's reference manual and online help guides to assist you in the process of obtaining screen shots on your computer. Below are the basic guidelines that we use to determine if screen shots are acceptable for publication.

Prior to obtaining a screen shot from your computer monitor, make sure that you have the largest possible version of the image displayed. Many websites will display a scaled down version of an image on the main site, but if you click on the image, a larger version will appear. For our purposes, an appropriate image for a screen shot will measure no less than 4 inches wide. Follow your owner's manual or other guidelines to obtain the screen shot and use the label and citation guidelines contained in this document to properly label and cite the figure for use in your book.

Guidelines for Creating Art

- Aim for legibility and simplicity; do not submit 3-dimensional renderings of charts.
- Figures should not exceed 5 inches (30 picas) in width and 7 inches (42 picas) in height.
- Do not use line weights lighter than 0.25 pts; lighter (hairline) rules will not reproduce properly. Do not use color unless the figures are to be printed in color.
- Supply drafted files in the format of the program that they were created in.

- Use as few shades of gray as possible to distinguish between regions of a figure to ensure that they reproduce correctly. For instance, do not place a region shaded 20% gray next to a region shaded 25% gray as the distinction between these two regions will be too small. Instead, use a 20% gray region next to a 40% gray region so that they can be properly distinguished in print.

Converting Color to Black and White

Figures that will appear within the text of a book should be created in black and white (grayscale) unless otherwise indicated in your contract. If you are unable to convert your images to black and white, we will do that for you as part of our file preparation process. But it is important to remember that any textual references to the colors that appear in a figure will be rendered moot when the file is converted to black and white.

Naming Figure Files

Name each figure file using the double-number method by combining the chapter and sequential figure number. For instance, the first three figures in chapter 1 should be named figure_01_01, figure_01_02, and figure_01_03. (Do not include any spaces in your file name.) The first figure in chapter 2 will be figure_02_01. For figures that appear in unnumbered chapters (e.g., Introduction, Preface, etc.), use an abbreviation for the chapter name followed by the sequential figure number (e.g., intro_01, intro_02). Make sure to include the file extension when naming the figures (.tif, .eps, etc.).

Citing Figures

Cite figures in the manuscript using the figure labels assigned. Indicate each figure's location in the text by inserting a "callout" in square brackets (e.g., "[figure 2.5 here]"), on a separate line between paragraphs. You may use boldface to help distinguish the figure callout from standard paragraph text.

Note: Electronic figures should not be copied (embedded) into the manuscript Word file. Only the figure callout should appear within the manuscript file.

FIGURE CAPTIONS

Separate captions from their figures and place each chapter's captions at the end of the chapter, following any tables.

SUBMITTING FIGURE FILES

Include a hard copy printout (laser or inkjet) of each figure. Make sure it matches the digital file. If you are submitting your figures on disc, all of the figures should be placed on a single disc (separate from the manuscript files) and sent along with all of the other materials required for submission.

THE EDITORIAL PROCESS

When your manuscript has been turned over to the editorial department, it is assigned to a copy editor. This is the person to whom you should address all questions pertaining to the content of the manuscript. All questions regarding your contract, permissions, publication date, or marketing should be addressed to your copy editor. Contact information is available on our Web site at

http://www.iium.edu.my/iiumpress

Unless your manuscript is unsuitable for on-screen editing (e.g., if it contains specialized fonts or is in a program we cannot read), we will edit your manuscript electronically and send you a "protected" Word file for your review.

REVIEWING THE EDITING

Your manuscript editor will return the edited manuscript to you as a protected Word file, along with a style sheet and guidelines for reviewing the editing and responding to queries. We strongly encourage our authors and contributors to make changes only at this stage; once the text is typeset, we must limit corrections to typos and other egregious errors. Refer to the schedule provided by your manuscript editor for the deadline for returning the manuscript to IIUM Press. The bound book date for your book is dependent on this and all other deadlines being met.

PROOFREADING

Our publication schedule allows approximately three weeks for proofreading. Your manuscript editor will provide you with instructions; the date by which the proofs must be returned will be in the schedule provided at the beginning of the process. Proofreading is your responsibility. The best results are usually achieved by professional proofreaders, and IIUM Press recommends that you hire one.

INDEXING

Unless other arrangements have been made, you will be responsible for preparing an index for your book. Indexing instructions are available on many Web sites. The index manuscript is due about 10 days after you return the page proofs to the Press—the due date is specified in the schedule provided by your manuscript editor. The index manuscript must follow all other guidelines given above for manuscript preparation, including double-spacing and a 12-point type size.

If the Press hires a freelance indexer to create your index, you will be permitted to correct any typographical errors or delete any unnecessary entries; you will not be able to make or request any other changes.

If you have questions about any of these instructions, do not hesitate to contact your copy editor for help. We look forward to receiving your final manuscript.

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