



Preparing Your Manuscript Guide

Publication & Design Services

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Publication & Design Services requires that all manuscripts/text be created in a wordprocessing program such as MS Office Word and submitted electronically via CD, email or flash/jump drive. So that your file can be translated as quickly and easily as possible, please follow these steps. We do not accept MS Publisher or PowerPoint files.

A new manuscript

1. Do a minimum amount of formatting on the word processor, and do not try to type or fit copy into a specific size and format, such as columns. Formatting by word processing programs is not compatible with the design programs PDS uses to create publications. Editors will mark copy for italics, boldface, or other formatting for use by designers, based upon our initial discussions with you.

Other formatting caveats include:

- Do not center copy.
 - Do not use the space bar to align columns, indent second lines, or forms, etc.
 - Do not hit the return except after paragraphs. Please put one complete blank line between paragraphs.
 - Do not justify right margins.
 - Tabs for paragraph indents or columns are unnecessary and slow down the layout process.
 - Use single space after punctuation.
 - Use capitals and lowercase throughout the text
 - Do not put in lines. In practically all cases, lines will need to be redone once the file is loaded into the graphics program.
2. Headings and subheadings should not be underlined, typed in all caps, or centered. They should be typed flush with the left margin on a line by themselves.
 3. Copy in the file should appear in the order it will appear in the final publication.
 4. Please submit all copy at once. Make sure you have typed and proofread everything that is to be printed: all copy for the front and back covers, headings and subheadings, captions for photos, headings and copy for charts, and all appropriate mailing information, such as the return address and postal permit.
 5. To avoid delays later, obtain approvals for copy before submitting the manuscript. Extensive changes at later stages of production can dramatically delay your project. (PDS will only provide three sets of proof changes per project.)
 6. Submit a double-spaced printout of your manuscript/text along with the file. Keep a copy of the original file on your computer.
 7. Your manuscript will be proofread by PDS personnel. If it does not meet the above criteria, we will ask you to submit a new file with the corrections.

Newsletters or longer manuscripts

1. Provide all articles or sections in the order they are to appear in. If there is some flexibility in the order, please let us know when the manuscript is submitted.
2. If you have more than one file on your disk, please provide us with a list of the file names.
3. Long manuscripts may be broken up into more than one file, and if you are submitting manuscripts for more than one brochure, each publication should be in a separate file. Each file should contain no more than approximately 8 to 10 double-spaced 8½ x 11" typed pages.
4. On the other hand, please do not put each article of a newsletter or section of a brochure in a separate file. Combining multiple files into one on the computer is time consuming, and we will return your disk to allow you to organize these files.

Revising a printed publication

1. Always reread your old publication entirely to update information, such as personnel or other facts.
2. Cut apart panels or columns from old publications and tape them to 8½ x 11" sheets of paper.
3. Minor changes may be marked on the old copy, with corrections written above the appropriate line of text or in the margins. The old copy may be stored electronically at PDS, and it's usually quicker to change the old copy than it is to reset an entire section.
4. Extensive changes should be typed separately with the point of insertion clearly marked. If you type corrections on a separate page, type only the corrections for one page or panel and mark "Inserts to page x" in the top right-hand corner. Label each correction, A, B, C, etc., on both the original page and the insert page. If the corrections are major, please provide the copy electronically.

However, do not cover up deleted or revised text: our designers need to see the relationship of the old copy to the new.

5. Number the pages.
6. For reference, send along a complete copy of the old publication.

For more information

If you have any questions about how to prepare your manuscript, or about the services that Publication & Design Services provides, please call 5980 to make an appointment.