

## UC PUBLISHING SERVICES CHECKLIST FOR PREPARING PRESS-READY MANUSCRIPTS

### ISBNs and Bar Code

- Order a 13-digit ISBN for all bindings that you wish to have sold (cloth, paper, electronic, etc.)
- Order a Bar Code (industry-standard machine readable Bookland EAN coding)

### Prepare Cover/Jacket and Case

- Check the Title, Subtitle, and Author Name on the front and spine
- Write descriptive copy, author bio, and/or solicit blurbs and reproduce this copy on the back cover and/or jacket
- Print the author last name, main title, and your publishing imprint on the spine
- Include the credit for any jacket/cover artwork
- Place the 13-digit ISBN and bar code on the back, printed against a white or very light background**
- If the publication is printed outside of the U.S., the following information should also be listed on the back cover: "Printed in [country]"**
- Print on the back cover of the publication: "Distributed in association with University of California Press", preceded by Your unit's name as publisher.**
- DO NOT print the price on the cover or jacket of the publication**

### Prepare Copyright Page

- Request forms from the Library of Congress office and request a Library of Congress Control Number (LCCN)
- Reprint "Cataloging-in-Publication" data on the copyright page of your publication (optional)
- Register for Copyright
- The following information must 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 (You)**
  - **"Manufactured in [country]"**
- The following information can be listed on the copyright page:
  - biographical note
  - publisher's address
  - acknowledgments, permissions, and other credits, if space permits
  - grant acknowledgments, if space permits
  - paper durability statement, if printed on acid-free paper

### 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 University of California Press", preceded by Your unit's name as publisher and "Berkeley, Los Angeles, London" and the year of publication**

### Proofread Final Press-Ready Manuscript

- Proofread final press-ready manuscript against edited manuscript.

- For words hyphenated at ends of lines, be sure word division is correct. UCP recommends *Webster's New Collegiate Dictionary* as a guide, but other standard dictionaries (e.g., *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 (frontmatter) and arabic pagination.
- Check opening pages for drop 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 the page (if publication has footnotes), or at the back of the publication (if publication has backnotes), or at the back of the chapter (for collected volumes). 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 hair-line rule should be provided over the continued portion of the note on the next page (most word-processing and desk-top publishing programs 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. 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 usually do not have running heads (exception is sometimes made if there is page after page of illustrations or tables).
- Make sure laser copy of pages are present and in order.
- Turn all pages, checking for obvious errors and physical defects.
- Insert the page numbers in the contents.

#### **Complete Final Approvals and Submit Final Press-Ready PDFs**

- Fill out the Publication Information Form by the required deadlines.
- Fax a copy of your copyright page, title page, and cover to your UC Press contact for approval.
- After approval is received, submit on disk accompanied by two printouts printer-ready pdf files for the interior and for the cover/jacket, respectively, to your UC Press contact.

## Guidelines - Order of the Manuscript

### Frontmatter

\*indicates optional

- \*Half-title page (new right-hand page)
- Frontispiece or blank (left-hand page)
- Title page (new right page)
- Copyright page (left-hand page)
- Grant acknowledgment (new right page or include on copyright page)
- \*Dedication or epigraph (new right page)
- Table of contents (new right page)
- \*List of illustrations (left- or right-hand page)
- \*List of tables (left- or right-hand page)
- \*Foreword (new right page) – a statement by someone other than the author
- \*Preface (new right page)
- \*Acknowledgments (left- or right-hand page)
- \*Introduction – if not integral to the text, e.g. is about the making of the publication or is a *substantial* introduction by someone other than the author
- \*Abbreviations (left- or right-hand page)
- \*Chronology
- \*Author's note (left- or right-hand page)
- \*Abstract (left- or right-hand page)

### Main Text

- First text page or second half title or first part title (new right page)
- \*Introduction – if integral to the subject matter of the publication
- First text page (new right page)
- \*Plates (new right page)

### Backmatter

- \*Acknowledgements (if not in frontmatter)
- \*Appendix(es) (First appendix begins on a right-hand page; subsequent appendixes may begin on left- or right-hand pages)
- \*Chronology (if not in front matter)
- \*Abbreviations (if not in front matter)
- Notes (new right page)
- \*Glossary (left- or right-hand page)
- Bibliography or Literature Cited (new right page)
- \*List of contributors
- \*Illustration credits (if not in caption or elsewhere)
- Indexes (new right page)

See Chicago Manual of Style Online for a complete list of elements in the manuscript and the standard order in which they should appear:

<http://www.chicagomanualofstyle.org/ch01/ch01toc.html>