



Africana Homestead Legacy Publishers Technical Brief

Production Guidelines

Phase I: Manuscript Preparation and Pre-Press Production

Before submission of manuscript

- Author produces manuscript in a word processing program, such as MS Word or Corel WordPerfect and submits it to AHLP.
- Manuscript is typed double-spaced, left-aligned in Times New Roman or Times font.
- Author types one space after the period at the end of a sentence. Two-spaces were used in the day of the typewriter due to fonts being fixed-spaced. Computers generate proportionally spaced fonts. The extra space is no necessary and will be removed during the manuscript clean-up process.
- Author formats the publication title and subtitle as 16-pt bold, the level-1 subheading as 14-point bold, the level-2 subheading as 12-point bold, and the level-3 subheading as 12-pt italics.
- Author only formats text using bold and italics. Italics are used to emphasize a word. Author uses bold italics sparingly.
- Author does not underline text for emphasis or for entries in the bibliography or notes. In citations, Author formats titles of publications or other sources with italics according to the *Chicago Manual of Style 15th Edition*, the AHLP Custom Style Guide, and *Merriam-Webster Collegiate Dictionary, 11th Edition*.

After submission of manuscript

- Project Editor assigns the ISBN and submits an online application and a tagged ASCII text file of the manuscript to the Library of Congress Cataloging-in-Publication Program office. Project Editor manages production according to the Publication Production Plan for the book.
- Copy Editor deletes unnecessary formatting and uses the track changes feature in Microsoft Word to edit the file to correct errors in grammar, punctuation, and spelling and to assure writing conforms to the *Chicago Manual of Style 15th Edition*, the AHLP Custom Style Guide, and *Merriam-Webster Collegiate Dictionary, 11th Edition*. Project Editor queries Authors on issues and sends edited word processing file to Author for approval of Copy Editor's revisions.
- Text Designer creates or selects the design template for the book. Desktop Publisher imports approved word processing file into the page layout software template, applies paragraph and character styles to text, and lays out text and illustration placeholders.
- Desktop Publisher and Graphic Designer digitize illustrations, if necessary, using a scanner. Graphic Designer or Desktop Publisher edits images in Adobe Photoshop or Adobe Illustrator. Desktop publisher imports illustrations into file and completes layout and design of the publication.
- Desktop Publisher produces page proofs as low and hi resolution Adobe PDF files. Project Editor e-mails low resolution PDF page proofs to author or posts the files online (securely) or both. Project Editor mails hi resolution file printout to Author.
- Author and Proofreaders annotate page proofs with comments and corrections. On

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- Author indicates insertion points for photographs and illustrations and other special instructions using brackets around instructions, example, [Insert photograph 1 here] [Insert map A here].
 - Author does not use color, shading, boxes, or other special effects in the manuscript.
 - Author prepares illustrations, photographs, maps, tables, charts for submission with the manuscript. Author may use drawing or mapping software to create illustrations.
 - Author sends illustrations as high resolution digital files or print copies for scanning by AHLP Graphic Design unit.
 - Author sends color photograph and biography for book cover and PR and marketing materials.
 - Author secures written permissions and pays fees for copyrighted work included in their publication.
 - Author secures peer review of work before submitting manuscript and other materials to Publisher.
- print copy Author uses a red ink pen. Author may annotate electronic page proofs using the Advanced Commenting tools provided in Adobe Acrobat Professional. Author only returns page proofs with corrections to Project Editor by fax or mail. Author also may submit a Microsoft Word file or e-mail with corrections.
- Desktop Publisher enters approved edits from Author and Proofreaders in publication master file and prints new page proofs that Project Editor sends to Author.
 - Author and Proofreaders complete a second review and submit final page proof edits to Project Editor.
 - If the publication has an index, Indexer prepares index entries and creates final index after review and approval by Project Editor.
 - Cover Designer prepares cover or dust jacket using template based on book's trim size and final page count.
 - Desktop Publisher prepares customized Adobe PDF file(s), performs quality checks (preflight check), and sends file to the Print Manager.
 - Print Manager sends optimized PDF file to book printing manufacturer designated in the Publication Production Plan. Print Manager oversees the printing and binding of the book, resolving problems that may occur during the process.