Australian National University

ANU PRESS

Preparing your textbook manuscript for the copyeditor

Congratulations, your textbook has been accepted for publication by ANU Press. The next step is to get your manuscript professionally copyedited by an ANU Press–recommended copyeditor. ANU Press will supply you with a list of copyeditors who are most suited to the job based on their skills and experience with your subject matter.

A copyeditor will check your manuscript for spelling, punctuation and grammar errors; they will also check sentence sense, flow and consistency. Copyeditors will provide you with a quote before they begin work on your manuscript; however, if the manuscript you provide has a lot of errors or inconsistencies then the cost could significantly increase as they will need to spend more time on it to get it up to ANU Press standards.

Below is a list of tasks you can complete prior to sending your manuscript to the copyeditor to ensure that the text is as clean as possible before the copyeditor begins work.

Manuscript

- Prepare a Table of Contents
- Headings – check that capitalisation is consistent throughout. Sentence case rather than title case is preferred
- Break your manuscript down into separate word documents. Each chapter in its own document file

Multimedia books

- If your textbook proposal is an interactive or enhanced ebook including video, audio, interactive images or animation, you will need to engage a digital software developer to build your textbook.

Images, tables and boxes

- Provide all images, tables and boxes that are to be included in the text to the copyeditor
- All figures, tables and boxes should be numbered consecutively and should be referred to in the text by number (e.g. Figure 1.1, 1.2, etc)
- Supply all images in a separate file (.tiff, .jpg, .png or .ai). Do not embed the images in the chapter file. If you are supplying graphs, it is okay to supply them in Excel
- Check the resolution of your images. See the Author Guide for information on how to do this
- All images, tables and boxes supplied have a caption and a source
- Ensure copyright permission for all images, tables and boxes have been obtained (request the 'Copyright and Permissions' factsheet for more information)
- Provide ANU Press with copies of copyright permission forms and documentation. ANU Press must also be notified if there are any copyright restrictions that may make the inclusion of the material inappropriate

Punctuation

- Double/single quote marks have been used consistently throughout the manuscript (single for quotations, and double for quotes within quotes)
- Hyphenated words need to be consistent throughout the manuscript, e.g. do you use 'socioeconomic' or 'socio-economic'
- Capitalisation of words need to be consistent throughout the manuscript, e.g. do you use 'Western' or 'western'
- % needs to be per cent (% is acceptable if it's in a figure or a table)
- Place a space either side of an ellipses
- Run a spell check for all chapters before submitting your manuscript. All spelling should be Australian spelling (direct quotes are exceptions)
- Acronyms: at first use write it out in full with the acronym in brackets following, thereafter use the shortened version. This should be done for each chapter
- Provide a list of acronyms if they are heavily used in your manuscript

Websites

- URLS are consistently formatted throughout: do not include 'http://' or 'https://'
- All URLS must be checked to make sure they lead to a working site. If a site no longer exists, or if the information cited has changed or been deleted, the website reference must either be updated with a working link or this information must be identified in the reference. For example:

  'Biography' on Pete Smith's official website, accessed 15 December 2001, www.petesmith.co.uk/petes_bio.html (site discontinued).

References, bibliography, footnotes and DOIs

- Reference list/bibliography: you must choose a recognised referencing style (Chicago, APA, AGLC, etc.). The referencing style needs to be consistent throughout your manuscript
- All references need to be assigned DOIs (see Author Guide for more information on DOIs)
- Check all citations in the text against the reference list/bibliography to make sure none are missing
- Do not use endnotes
- Make sure all footnotes are numbered sequentially and they must be consistently punctuated (i.e. concluding full stops)

Style Sheet

A style sheet would be useful for the copyeditor. This will ensure consistency and aids accuracy.

This could include:

List of words

- The spelling of commonly appearing names and titles of individuals and entities
- List hyphenated words
- Show correct spelling of unusual or made-up words
- Note if the spelling is different to Australian English
- List foreign words and accents in foreign words
- List of brand names, slogans or advertisements
- List of words with diacritics

Capitalisation

- What words should and shouldn't be capitalised:
    - Names of organisations
    - Nationalities and distinct groups of people
    - Government terms
    - Heading and sub-heading style

Reference style

- Style of reference used
- Reference style for URLs (include 'access date' or not)