

Meredith Music Publications Guidelines for Preparation of Digital Files

The guidelines presented here will assist you in preparing your document and graphics files for accurate reproduction in print and ebook conversion. **The intent is to enable you to focus on CONTENT instead of how your pages look.** Your book will be designed and laid out by a professional designer, using the document, image, and graphic files that you provide. To this end, please pay special attention where material is indicated in **bold**.

Note: Because Microsoft Word is the most widely used application for word processing as of the distribution of this document, we refer to Word files here, but counterparts to the instructions noted in **blue** can be found in any application you choose for writing.

Organizing your documents

Segment your project into three documents:

- 1) Front Matter, which includes title page, dedication (if any), contents, foreword, preface, acknowledgments
- 2) Text, which includes parts (or sections) and chapters
- 3) End Matter, which includes appendices, bibliographies, discographies, an index (if your book will have an index)

Within your files, use **Insert > Break > Page Break** to insert page breaks where you want a new section or chapter to begin. **There's no need to repeatedly hit the Return key to push text to a new page.**

The order of sections in the front matter document is as follows:

- 1) Title page
- 2) Copyright page (publisher will provide this to the designer)
- 3) Dedication (if any)
- 4) Epigraph (if any)
- 5) Contents
- 6) Foreword (if any)
- 7) Preface (if any)
- 8) Acknowledgments (if any)
- 9) Introduction (if any)

The order of sections in the end matter file is as follows:

- 1) Appendices (if any)
- 2) Index (if any)

For more information about sections within books, see section 1.4, “Outline of divisions and parts of a book,” in *The Chicago Manual of Style*, 16th ed.

Formatting of Word documents

- Use the **Format > Document** function to set one-inch margins on all sides.
- Use the **View > Header and Footer** function to insert a page number for your pages. Use either a header or a footer; there is no need for both.
- Use 10- or 12-pt. type for the body of your manuscript, in the default typeface.
- Use automatic bullet lists for material you want in a list that does not require numbered entries.
- Use automatic numbered lists for numbered entries (e.g., lists of steps or other ordered lists).
- Use the **Insert > Footnote** function to add footnotes where desired.
- **Do not** use the caps lock key to type anything unless it is an acronym, an abbreviation, or material that must be in all caps. Headings in particular should **not** be typed in all caps; if a heading will be all caps in layout, the designer will set this display style.
- Use *italics* for emphasis. Don't underline text when you mean to set something in italics.
- Keep all text and headings aligned left. Do not justify or center text or headings. Heading alignment will be set as part of the design.
- Allow Word to automatically wrap text for you. **Do not manually break lines within a paragraph or within list items.**
- Use Word's indent function to indent the first line of paragraphs and quoted or extract material. **Do not use spaces to indent material.**
- For tabular material (anything that is divided into columns), use Word's Table function. From Word's menu bar, choose **Table > Insert > Table**, and indicate the number of rows and columns you need. Leave the **Autofit behavior** set to **Initial Column Width > Auto**. Do not waste time styling the table further. The goal is to ensure that the designer can tell what entries need to be aligned in layout.
- Do not hyphenate words to break a line. Do, however, hyphenate compounds that must be hyphenated. Consult *The Chicago Manual of Style*, 16th edition, for best practices.

- Use a single hyphen to separate a word from its modifier (e.g., seventeenth-century ballad, foreign-born composer, full-length work).
- Use two hyphens “--” to indicate a pause in thought, or you can change Word’s **Autoformat as You Type** preferences to replace two hyphens with an em dash: —.
- Use only one space after **all** punctuation. Two spaces create awkward word spacing within paragraphs, due to the proportional spacing of characters in fonts.
- Use an en dash (Mac: Option + -, Windows: Alt + 0150 or use the character map) to indicate ranges of numbers (e.g., pages 3–4, 1920–1932, mm 35–40)
- By default, Word formats ordinals (e.g., 16th) with superscripts. **Uncheck** this option in **Word > Preferences > AutoCorrect > AutoFormat as You Type**. We do not use superscript for ordinals, so they appear this way: 16th.
- Use Word’s super- and subscript attributes for characters that must be formatted as supers/subs. Do not adjust character size and/or line spacing to format supers/subs manually.
- If you use special characters (e.g., notation symbols) within text, set them as characters, not as graphics. If font substitution occurs, you may be asked to supply the font to display these characters, for one-time use only in your book. This is a standard printing practice. Please warn the publisher if you have used any kind of special characters within text.
- Use the “1” key for the numeral one—not the lowercase “l” key (ell). Similarly, use the “0” key for zero and not an uppercase “O” (shift+o).
- If your book will have an index, you can use Word’s **Insert > Index . . .** feature to mark terms for indexing within your files. Constructing a list of terms **before** you begin will be helpful, so be sure to consult Word’s Help menu or other publications about Word for instructions on marking entries.

Submitting Your Images and Graphics

Your images and graphics will be printed in one color—black—unless one or more are also selected for use on the book cover. The information here will ensure the best quality reproduction of your images and graphics.

You must furnish an individual file for each image and each graphic— photography, notation, diagram, illustration, etc.— that you have used in your Word files. The following file formats are acceptable:

- JPG (photos, scanned material)
- TIF (photos, scanned material)
- EPS (notation, line art)
- PDF (notation, line art)

Description of File Formats

JPG and TIF

Digital cameras produce JPG and TIF files. Stock photography is distributed in JPG format. Both JPG and TIF are compression formats used most often for continuous tone (photographic or fine art) images. **Provide the original image files, without cropping, resizing, or adjustment.**

EPS and PDF

EPS and PDF (both with fonts embedded) are the recommended formats to use in exporting files from Finale, Sibelius, or whatever music notation application you use. **Use a setting of 300 dpi for export, and embed all fonts.**

Scanning Images

Save scans as JPG or TIF files. Scans of photos should have a resolution of 300 ppi (also referred to in some applications as dpi) at actual size. Scans of line art (material that consists only of black and white, with no shades of gray) should have a resolution of 600 ppi at actual size.

File Names for Graphics and Images

In Word, the file names of the original images and graphics are not visible. You should insert file names following each image or graphic used in Word so we know where to link the image or graphic in text, as shown below:

Bb Clarinet 1



Use a standard naming convention for your files so it will be easier for you (and us) to keep track of them.

Do not use the following characters in file names:

. “ ” , ! ? / \ ~ * & % \$ # @ ()

The dot is usually appended automatically by the application, along with the three- or four-character extension (.DOCX, .JPEG, .TIFF, .EPS, .PDF, etc.) that identifies the file type.

Screen Captures

The following guidelines are useful if you plan to use screen captures:

- 1) Crop the screen capture to get rid of extraneous material around the window or dialog box that you are using as your figure. Do not change the resolution.
- 2) Save as a .TIF, .JPG, or .PDF file.

Miscellaneous image and graphic issues

- Avoid scanning material that has already been printed in a book or a magazine. Unless appropriate software is used, the image will display moiré, a distracting pattern that will obscure the image.
- **If you intend to use material that is already published, it is your responsibility to obtain any permission necessary for reproduction BEFORE you use it in your book.** See chapter 4, “Rights, Permissions and Copyright Administration,” in *The Chicago Manual of Style*, 16th ed.

Submitting Your Final Word, Graphics, and Image Files

Ensure that your file names have an extension at the end (e.g., .DOC, .DOCX, .JPG, .JPEG, .TIF, .TIFF, .EPS, .PDF). The extensions allows other applications to recognize your files. Your application will generally assign the appropriate extension for you.

Along with your final Word docs and image and graphics files, include a PDF (or PDFs) printed from your Word document(s). The PDF(s) serve as a fixed visual reference of your final manuscript so that all special characters, images, and graphics can be easily identified if any of the supporting fonts or files are missing.

Transferring files

Put your files in a single, named folder, and then Zip it before submitting to production (the author’s last name is often used as the folder name). **FINAL manuscript files only; NO drafts, and ONLY the files necessary for your book.**

We can accept files:

- On CD or DVD (Windows or Mac OS) via delivery service or USPS mail. Include the author's name, book title, and date on the disc.
- By posting to your Dropbox or other archive site. You will need to provide a link so that your files can be downloaded.
- By file transfer through sites such as dropsend.com, wetransfer.com, high-tail.com, etc. These sites offer free transfer of 5 files per month if you sign up for an account, hence the recommendation to put your files in a single folder and Zip it to send as 1 file.

Always keep backups of the files that you send to us.

Design and layout

All files must be final and approved by the publisher before they are submitted to production. Once received, your files will be evaluated. If anything is missing or there are issues with images or graphics, you will be asked to resolve these issues (if possible) before design and layout can proceed.

Proofing

After your manuscript has been laid out, you will receive a first proof PDF to proofread, and at least one additional proof to proof-check to ensure that your corrections were made. You can either mark your corrections in the proof PDFs using Adobe Acrobat Reader or Adobe Acrobat, or print the PDF and return your corrections via Priority U.S. Mail. Always be sure to make a photocopy of any corrected proofs that you return.

Shipping

Use a shipping method that allows you to receive confirmation when your project has been delivered. Routinely, we use USPS Priority Mail with confirmation for return of proofs. **Be sure to keep a photocopy of each proof you mark up, in case anything ever goes astray in shipping!**

