

Instructions for Producing a TeX Manuscript for Copyediting

Instructions:

1. Please submit an **Adobe .pdf** file.
2. Please use **double spacing** (not single, not 1.2 or 1.5).
If you are using LaTeX, use: `\renewcommand{\baselinestretch}{2}`
If you are using AMSTeX, use: `\linespacing{2}`
3. Please use **12-point** font for all text, if possible.
If you are using a PUP class file, 11-point font is acceptable.
Use: `\documentclass[11pt]{flbook12}`
If you can easily make a global font size change to your document by another method, please do so. Otherwise, 10-point font is acceptable.
4. Please ensure that your paper size is **letter** size (8.5in x 11in).
Please check your software settings (dvi_{pdfm}, ps2pdf, pdf_{latex}, etc.) so that you do not produce an A4 .pdf document by accident.

If you are unsure whether your manuscript is formatted appropriately, please print out a page from your manuscript and compare it to page 2 of this document. (Your text width may be different.)

Please note:

- You *may not* submit .tex, .dvi or .ps files for us to print in-house because we cannot be sure they will compile and/or output correctly on our system.
- A document with appropriate line spacing is absolutely necessary because tight line spacing is impossible for the copyeditor to edit.
- *All* text should be double-spaced. This includes footnotes, tables, figure captions, and references.
- This document will not reflect the final page layout, so *it does not matter* if “the pages look bad.”
- The content of the manuscript you submit for copyediting *must* match the content of the electronic manuscript files you submit.
- Footnotes at the foot of the page are *usually* acceptable at all stages of manuscript production. However, if your book has extensive footnotes, we may ask you to move them to the end of the manuscript and/or increase the font size for copyediting.

This is a **double-spaced, letter size** page of **12-point** text.

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