

# Submission Guide for Manuscripts Prepared Using TeX

## Order of pages:

Odd numerals (roman and arabic) represent “recto” or right-hand pages.

Even numerals represent “verso” or left-hand pages.

|         |   |
|---------|---|
| i       | half-title page (book main title only, no subtitle; right-hand page)  |
| ii      | blank OR series page OR frontispiece (left-hand page)   |
| iii     | title page (right-hand page)  |
| iv      | copyright page (left-hand page; PUP will supply text for this page at copyediting stage)                      |
| v       | dedication (if desired)   |
| vi      | epigraph (if desired)   |
| vii     | table of contents (right-hand page)   |
| viii    | blank OR contents continued   |
| ix      | list of illustrations/list of tables (if present; right-hand page)  |
| x       | blank or list continued   |
| XX–XX   | foreword (if present, starts on right-hand page)  |
| XX–XX   | preface (if present, starts on right-hand page)   |
| XX–XX   | acknowledgments (if not part of preface; starts on right-hand page)   |
| XX–XX   | introduction (if not part of text; starts on right-hand page)   |
| XX–XX   | abbreviations (if present; right-hand page)   |
| 1–000   | text (starts on right-hand page numbered 1. Subsequent chapters can start on right- or left-hand page)        |
| 000     | part page (right-hand page followed by blank left-hand page. Following chapter must start on right-hand page) |
| 000–000 | appendixes (first one starts on right-hand page; subsequent can start on either page)                         |
| 000–000 | notes (start on right-hand page)  |
| 000–000 | bibliography or references (start on right-hand page)   |
| 000–000 | list of contributors (if edited volume; starts on right-hand page)  |
| 000–000 | index (starts on right-hand page)   |

*Note:* Your manuscript does not have to include an index at this time, but it is strongly recommended that you submit your manuscript with indexing tags.

Ready to submit your manuscript? You will need to provide the following materials:

### 1. Manuscript for Copyediting

- Submit as .pdf.
- Use double spacing (not single, 1.2, or 1.5).  
If you are using the pupbook.cls file, use: `\documentclass[copyedit]{pupbook}`.  
If you are using LaTeX, use: `\renewcommand{\baselinestretch}{2}`.  
If you are using AMSTeX, use: `\linespacing{2}`.
- Use 12-point font for all text, if possible.
- Ensure that your paper size is letter size (8.5 in. × 11 in.).
- Check your software settings (dvi<sub>pdf</sub>m, ps2pdf, pdf<sub>l</sub>atex, etc.) so that you do not inadvertently produce an A4 .pdf document.

Please note:

- This document will not reflect the final page layout, so *it does not matter* if the pages “look bad” (e.g., figures might shift onto stand-alone pages, or text might not completely fill a page).
- The content of the PDF you submit for copyediting *must* match the content of the TeX files you submit.

**2. Manuscript for Design Check** (this is a single-spaced .pdf of your manuscript)

**3. Corresponding TeX Files** (your .tex files and any .sty, .cls, or other helper files)

**4. Illustration Files** (these are likely to be .eps, .tif, or .tex format)

**5. Illustrations PDF** (this includes *only* the figure files)

Send one document that will show us, *for each figure*, the image(s), the caption(s), and the filename(s) all together.

Create a .tex document that contains only the figures as they appear in your main .tex file(s), including captions, sizing, multiple parts, etc.

- Include filenames and extensions that will be visible in the output. If the image is generated with TeX code, put “from TeX code” instead of the filename.
- Ensure that your page size is letter size (8.5 in. × 11 in.). Please check your software settings (dvi<sub>pdf</sub>m, ps2pdf, pdf<sub>l</sub>atex, etc.) so that you do not produce an A4 .pdf document by accident.

Please note:

- This is a *duplicate* set of illustrations. Please *do not* remove the illustrations from the manuscripts for copyediting and design; please *do* submit your electronic illustration files.
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