

# Preparing a Manuscript for McFarland

We receive and publish hundreds of manuscripts a year. To keep our production flow smooth and steady, and to ensure that your book is published in as little time as possible, we need your help in delivering a manuscript that is ready for our editorial attention. Following are answers to some questions authors often ask, with important tips and guidelines.

If you are the editor of a *multicontributor manuscript*, you also need our brochure on that subject. Please ask us for a copy or print it from our website at [www.mcfarlandpub.com/pdfs/multicontributor.pdf](http://www.mcfarlandpub.com/pdfs/multicontributor.pdf).



*Other materials for authors can be found at [www.mcfarlandpub.com](http://www.mcfarlandpub.com), in the Authors section.*

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## What should I include in the manuscript package?

Please send one package containing *every* element of the manuscript:

- **Hard copy**, double-spaced, using only Times New Roman, with every page numbered in one continuous sequence, printed on one side only. Include a **title page** and a **table of contents**.

Nearly all McFarland books need a **preface**. This is important in the library and academic market; it serves as reassurance that here is a work of mainstream scholarship. (The preface should be something like, My subject is precisely what; it is important why; I became interested how; I cover what aspects and do not cover what, if any, others, and why; I did what kinds of research, in what places; the other important published works on the subject are what, and mine differs how.)

Consider whether you want your book to have a **dedication** and whether you want to include **acknowledgments** of any persons or institutions that were especially helpful to you. If so, include these items in the manuscript.

Review the printed copy of your manuscript carefully, especially if you have used non-Roman alphabet characters or diacriticals. If these do not print in Times New Roman, we are more likely to have trouble with them during production. Flag any pages on which diacriticals or foreign characters do not print and clearly write them in.

- **An electronic copy** on disk or flash drive that matches the hard copy exactly. Do not make changes to the electronic copy after printing. This is very important to our editing process, as most editing happens on paper. Any mainstream word processing program is okay, though we need you to save the files in rich text format (rtf). Send the fewest files possible—five or six at most.

- **All illustrations**, if your book is illustrated: photographs, maps, drawings, whatever you plan to provide. These should be *numbered*, preferably in the order of their intended appearance in the book. If any are in digital form, name the files to reflect the numbering and your last name (for example, “17Smith,” not “veronicalake1943”), and include printouts showing the file names. *Do not embed digital illustration files in the manuscript.*

See our photo brochure, or the Authors section of our website under Guidelines for Photos, for more information about illustrations.

- **A caption list**, numbered to match the illustrations and including any necessary credit lines. (Check your photo providers’ permissions; if they specify a particular credit line, please be sure you use exactly that wording.) The caption list should also indicate your preferred location within the text for each photo. Please suggest only one manuscript page for each illustration. We also need an electronic copy.

- **Any permissions** necessary for use of any element of the manuscript, such as photographs, interviews, or substantial quoting of published works. If you are editing a multicontributor work, you must supply each contributor’s release giving you ownership of the essays. See our brochure for editors of multicontributor manuscripts for more information. If unsure whether you need permission for an item, see our Permissions Guidelines in the Authors section of our website, or discuss the matter with an editorial staff member.

## Some important editorial notes

We are a scholarly publisher. If you are writing on a foreign topic or your manuscript contains foreign names, titles or quotations, you *must* handle the **language** competently, with correct spelling and diacriticals.

**Footnotes** will automatically be converted to endnotes; the rise of electronic books (ebooks) has rendered footnotes impractical.

In nearly all cases the **notes** should be numbered by chapter, starting with 1 each time.

Do not employ **internal page references** in your manuscript. They will be meaningless in an ebook.

If you have any **URLs** (website addresses) in your manuscript, do not enclose them in carats (< or >). Simply present them in a straight-forward manner: [www.mcfarlandpub.com](http://www.mcfarlandpub.com).

### **Shall I have my \_\_\_\_\_ supplier send items directly to McFarland?**

Please do not have third parties send elements of your manuscript (photos, permissions, etc.) to us. Often these items are difficult to match up to the appropriate manuscript. It adds work and the risk of error for us to receive items this way.

### **My deadline is near, and all but a few items are ready. Should I send what I have now?**

No; the precise deadline matters less to us than receiving a complete manuscript. If you deliver the manuscript with pieces missing, we cannot begin any work on it. And we incur unwanted administrative costs.

*Please do not send the manuscript until all pieces can be sent in a single package, and you consider it all truly finalized.* We can happily grant you a deadline extension if necessary.

### **Will you start work right away? When will I get proofs?**

Like all publishers, McFarland must receive manuscripts well in advance of beginning editorial and production work. Promotional work, however, begins almost immediately upon receipt of a *complete* manuscript. Our first steps are finalizing a title and composing a promotional write-up. The write-up is based at least in part on your 150-word description that we request with our author information form. Please be sure to submit that form and the description by the time you send the manuscript! The form is available in the Authors section of our website under *Forms and Sample Documents*.

We will also decide on size and binding (hard or soft; illustrated cover or not) and set a price. Just a few weeks after your complete manuscript is received, all this information will be transmitted to our book vendors. Meanwhile, our designers will be working on a cover. If you have specific suggestions for the cover, we need them at delivery time or shortly after. We may not be able to accommodate these suggestions (because of quality, cost, design considerations, copyright issues, or other factors), but we will be happy to consider them. McFarland retains the final say on cover designs (check us out—they're terrific!).

**None of this work can begin if pieces are missing from your manuscript—photos, permissions, disk, etc. Sending everything *together in one package* will speed progress toward publication.**

Editorial work generally begins a few months after the *complete* manuscript is received. The time for editing varies greatly. After editorial work is complete, the manuscript will move into design and, soon after, page production.

All in all, as much as nine to fifteen months (often less, rarely more) may pass before you receive notification that proofs are available.

### **How about the index?**

Indexing is a late-stage job that you'll do when you receive access to the typeset page proofs. Unless your book is made up of serially numbered entries (as, for example, a filmography or large bibliography might be), you cannot create a correct index from the manuscript itself.

Please consult our guidelines on indexing ([www.mcfarlandpub.com/pdfs/indexguidelines.pdf](http://www.mcfarlandpub.com/pdfs/indexguidelines.pdf)) if you have any questions.

### **What other jobs will I be expected to do before publication?**

It is your responsibility to proofread the entire book and to index the proofs. Promptly! We may also request your help if last-minute editorial questions arise, but in general, your pre-publication responsibilities end once you have given us your corrections to the proofs and a satisfactory index. At that point the book may be only days from going to press.

## When will my book be published?

Most manuscripts are published within about nine to fifteen months from the time the *complete* manuscript is received.

McFarland divides the publishing year into two seasons: “Spring” (roughly January through June) and “Fall” (July through December). *All projections are approximate.* Variables exist at each step of the publication process.

## What if I have other questions?

For anything pertaining to the manuscript, your best bet is to write an editorial staff member. **Please do not phone** unless absolutely necessary. (We’re friendly, just very pressed for time.) A letter or e-mail gives us a record of our exchange that staff members can consult later.

Please address your e-mail to *one addressee only*—either that of an editor or assistant you have been corresponding with, or [info@mcfarlandpub.com](mailto:info@mcfarlandpub.com). Multiple copies cause confusion.

Questions pertaining to sales or publicity should be directed to Karl-Heinz Roseman ([kroseman@mcfarlandpub.com](mailto:kroseman@mcfarlandpub.com)).

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