

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 as expediently 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 access it from our website. (Other materials for authors can be found at www.mcfarlandbooks.com, in the Authors section.)

What should I include in the manuscript delivery package?

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

- The **manuscript** should be double-spaced, using only Times New Roman, with every page numbered in one continuous sequence. Include a **title page** and a **table of contents**. The pagination will change from manuscript to finished book, of course, so page numbers on the table of contents are not necessary at this time.
- 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.
- An **electronic copy** on a flash drive. Any mainstream word processing program is okay, though if you use Works 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. These should be numbered, preferably in the order of their intended appearance in the book. Name the files to reflect the numbering and your last name (for example, “17_Smith,” not “veronicalake1943”). Do not embed digital illustration files in the manuscript. Digital files of photographs, maps, and drawings are preferred. Please discuss with your editor if you need to send hard copies. 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 that exact wording.) Your preferred location within the text for each photo should be indicated within the manuscript itself, <17_Smith Here>, for example.
- 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 straightforward manner: www.mcfarlandbooks.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 together, and you consider it all truly finalized. We will 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 them out—they're terrific!).

None of this work can begin if pieces are missing from your manuscript—photos, permissions, disk, etc. Sending everything together 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 (<https://www.mcfarlandbooks.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. Multiple copies cause confusion.

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

Sending your manuscript

<u>Postal delivery</u>	<u>UPS, FedEx, etc.</u>
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Direct it to your usual editorial contact, or to "Editorial Department."