

Darby Publishing Guide

**A “How to” Reference for
Reviews, Journals & Books**



Darby Publishing Guide

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INTRODUCTION

Welcome to Darby Printing Company – and the exciting world of book publishing!

We understand producing a publication is a tremendous responsibility. Our goal is to help guide you through the printing process as quickly and easily as possible. Darby is here for you every step of the way.

This *Publishing Guide* is just one of the many resources available to you to assist with the production of your publication. We hope you will find it useful and reference it time and again throughout the year.

Your dedicated customer service representative is available to answer any questions you may have. You'll find this individual to be knowledgeable, friendly and supportive. Please reach this expert by calling (800) 241-5292.

ABOUT DARBY

Based in Atlanta, Georgia, Darby Printing Company was founded in 1872 and has been printing law reviews and academic journals for over 30 years. These books are *the* cornerstone of our business – and every Darby employee takes pride in consistently providing you with top-notch publications and service. We aim to make your production process simple and problem-free from the start.

Darby specializes in being flexible and accommodating special requests. In addition, we offer several ways to produce your publication. Most of our customers format their own publication entirely and are classified as a camera-ready customer. Camera-ready customers can submit their publication in two forms: hard copy and electronic. If you prefer not to format your own publication, you may submit either manuscripts, word processing files, or partially formatted word files.

Regardless of the method specified in your contract, Darby will walk you through the production process. We're your partner – not just a printer.

DESKTOP PUBLISHING OVERVIEW

The purpose of desktop publishing (DTP) is to produce the electronic files or camera-ready pages that will be used to print your publication. Desktop publishing is used to format, produce, proofread and correct the pages of your book using a laser printer in your office. By electing to perform this work, you are taking on more effort and responsibility in the production of your book. Your reward: 25-40% savings in printing costs.

Darby can provide a typesetting macro designed specifically for your publication. The *Darby Macro* is available in Word 2000, Word XP and Word 2003.

A macro is a template designed with custom toolbars and other features set up for the style of your publication. Instructions are provided with the macro. Production of your hard copy camera-ready or electronic camera-ready publication on a *Darby Macro* gives you instant proofing ability and improves efficiency in producing your publication.

Once you have completed the formatting and proofing process, you are ready to “book” the pages. “Booking” simply refers to the process in which you specify the starting page numbers and the final running heads for each article. At this time you will also prepare the Publication Layout Instructions, including the cover, spine, table of contents and any other front or back matter to be included in your publication.

The following 5 steps will walk you through preparing your publication from article preparation to mailing your subscribers books.

We're Your Partner
You can count on Darby to help you with your publication every step of the way. We're backed by more than 30 years experience publishing books, law reviews and academic journals.

Step 1

Working With Your Submission Method

Before you begin working on your publication, familiarize yourself with the type of contract you have with Darby. There are four types: Electronic Camera-Ready, Hard Copy Camera-Ready, Word Processing and Manuscript. Understanding your contract and reading this section will help you process your book efficiently and utilize Darby's many services.

A. ELECTRONIC CAMERA-READY

Article Preparation/Macros

Darby Printing Company supports desktop publishing with Word 2000, Word XP, and Word 2003 macros for Windows format. If your journal desires, your editorial staff can completely prepare your copy using a macro from Darby. Most publications follow a pre-defined style for margins, fonts, subheads, paragraph indents and all elements of the publication. Using these macros, editors apply pre-defined styles, which format their articles. Editing, proofing and re-editing are all completed before the articles ever leave your office. Once all articles are approved for printing, PDF files are made from the Word files by postscripting and distilling them. You print a final proof of these files for your approval. The approved files are then sent to Darby for printing. When the distilled articles are printed on your local laser printer, they appear the same as when printed by Darby.

All stylistic elements should be formatted and checked during the proofing process in your office by approving the accuracy and style of all pages. Note that optional typesetting by Darby is always available. Our composition personnel can prepare some or all of the introductory pages, build charts or tables, and set the type for the cover and reprint covers. The checklist below may aid you in spotting inconsistencies before you submit your files to Darby.

Style Checklist

Compared to previous issues, please check for proper font, position (flush left, centered, etc.), and spacing before or after each element below:

- Article Title
- Author
- Paragraph (including proper indent)
- Block Quotes
- Subheads (all levels)
- Footnotes
- Running heads
- Pagination

In addition to a style check of the above elements, proof the:

- Text of the publication cover
- Table of contents articles and authors
- Article titles and author names

Also check the overall size of the:

- Image height
- Image width

for consistency and compliance with the size of the book.

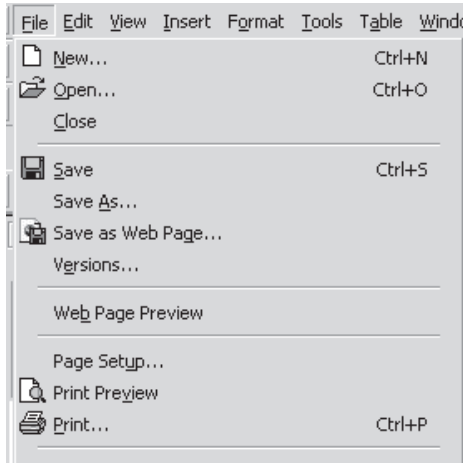
Preparing Your Files

Before submitting your files to Darby, electronic camera-ready files should be prepared using a **postscript print driver** and saved as PDF files using **Acrobat Distiller**. The files will then maintain the look and layout of your formatted pages. If your computer does not have the capability to produce Postscript or PDF files, Darby can produce your book from your formatted Word files. Though this may change your contract status, please refer to the Word Processing and Manuscript section of this guide.

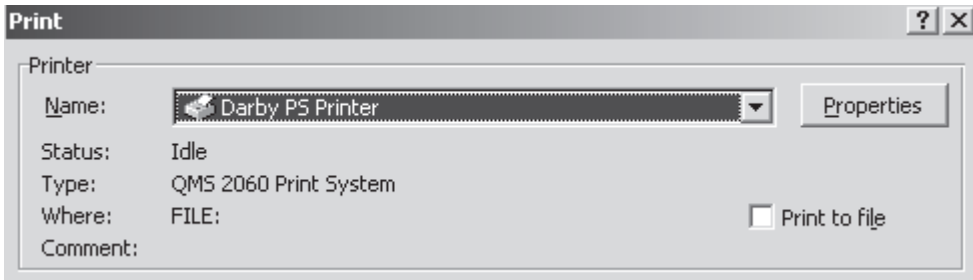
How to PostScript Your Files

1. Install a postscript printer driver (The following steps may not be in the same order depending on your version of Windows.)
 - a. Click on "Start", go to "settings", "printers"
 - b. Double click on "Add Printer"
 - c. Choose "local printer"
 - d. Choose "File" for the printer port
 - e. Manufacturer should be (the company that made the printer driver) example: QMS, HP, etc.
 - f. Printer should be (choose your postscript printer driver)
 - g. Type a name for the printer – "Macro PS Printer"
 - h. Do not set the printer as default
 - i. Do not print a test page
2. Next open your word documents

3. Click on “file”, “print”

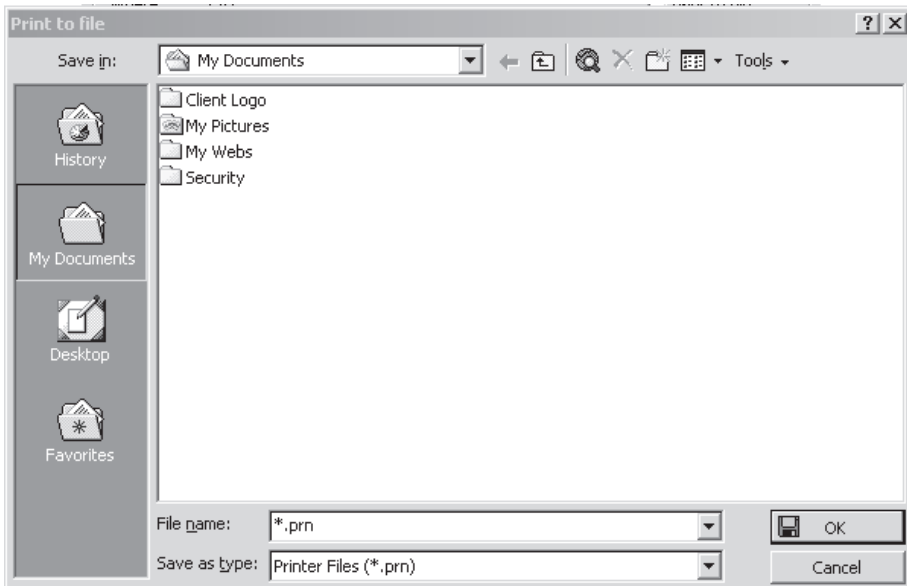


4. Choose the “Macro PS Printer” from the list



5. Click “print”

6. You will be prompted to save the files to your local drive. Click on “save in ” window at the top of the screen to browse to where you want your files saved.



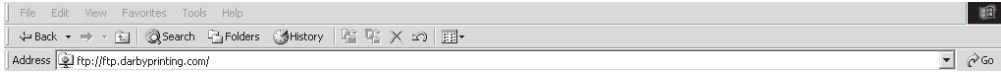
7. Type in a file name and click “ok”



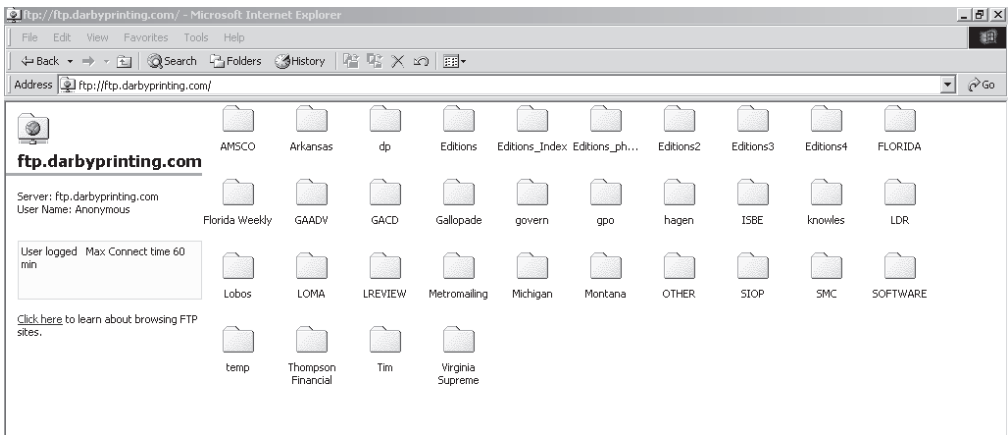
8. Close your document and do the same for all your remaining documents.

Converting Your PRN (PostScript) Files into PDF (Distilled) Files

1. Open up an Internet browser and in the address line of the web browser type the following address ftp://ftp.darbyprinting.com and then press the “go” button.



2. A window will open with a folder list as follows:



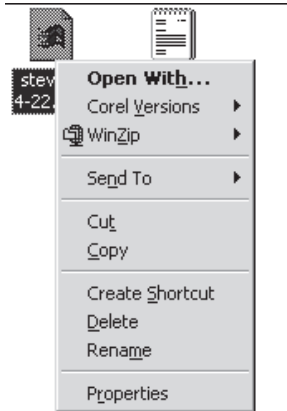
3. Double click on the folder “LREVIEW”.



4. Double click on the folder “in”.



5. Minimize all windows, then double click on “my computer” and browse to the location of your PRN files to upload. Right click on one of the files that you want to upload and click on “copy”.

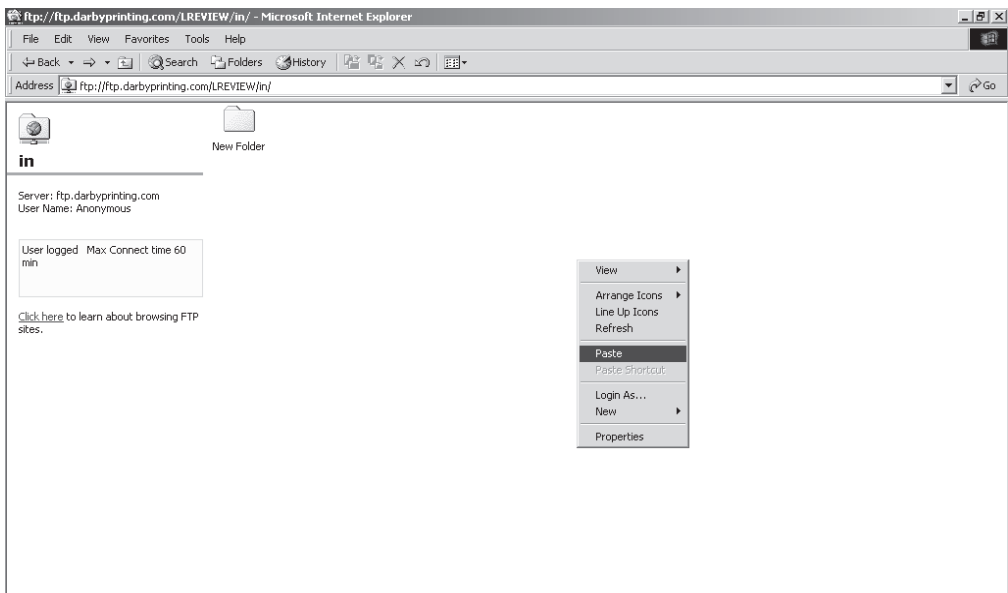


6. Click on the icon on the taskbar* with ftp:// to maximize the “in” folder that you browsed to earlier.

*(Taskbar is usually at the bottom of the screen and shows all application or windows that are open, also includes the start button)



7. Right click on the background of that window and choose paste.



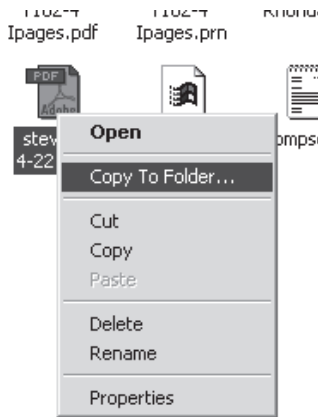
- Wait 30 minutes to allow the server to convert all your PRN files to PDF.
- Then go back and follow steps 1 through 3 and then double click on the folder "out".



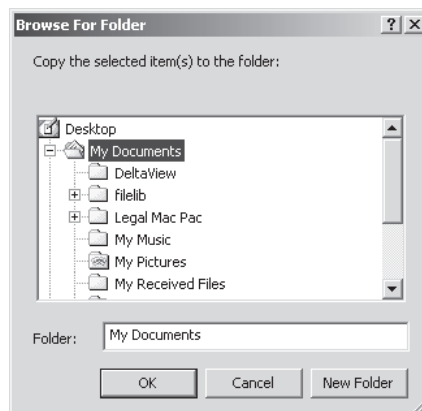
- Look through the out folder and find your files. You will find that there are two copies of your files. You are looking for the PDF files with the following icon.



- Right click on the files and choose "copy to folder".



- Browse to the applicable folder.



13. Click ok.
14. Follow steps 11 through 14 for each PDF file that you need to download.
15. Print out the PDF (distilled) files for proofing purposes.

We will use your submitted materials and files to prepare a book proof. The book proof will be sent to you for your review. After you have completed your check, submit your approval to your customer service representative. If you wish to make alterations, you will need to make the corrections to your files and resubmit them.

Labeling Your Files

In an effort to provide you with the highest quality and service while preparing your publication for printing, we request you identify your files in the following manner. The first step is to obtain a job number from your customer service representative. This job number will apply to all the matter in the issue you are producing.

To label your files, use the last three digits of your job number, followed by the number of the article. Then, follow the job/article number with the file extension.

If your job number is 509123 and you're submitting a PDF file for article 1, your file name would be **12301.PDF** (When your articles are in the single digits — 1, 2, 3, etc — please precede it with a zero as in the example above).

When sending your introductory pages you should name each introductory page separately. Add the letters "ip" to the file name: **123ip01.PDF** would be the file name for the first introductory page.

If you have any questions regarding labeling your files, please call your customer service representative at 1-800-241-5292 for assistance.

Compressing Your Files

Whenever possible, compress your files using WINZIP® or some comparable compression software. Compressing your files has the following advantages:

- Reduces transmission times.
- Electronic error checking – This will tell Darby immediately if something is wrong with any of your files, i.e. corrupt, truncated, etc.
- One compressed file – This ensures that all of your files stay together until they are needed to print your publication.

Transferring Your Files

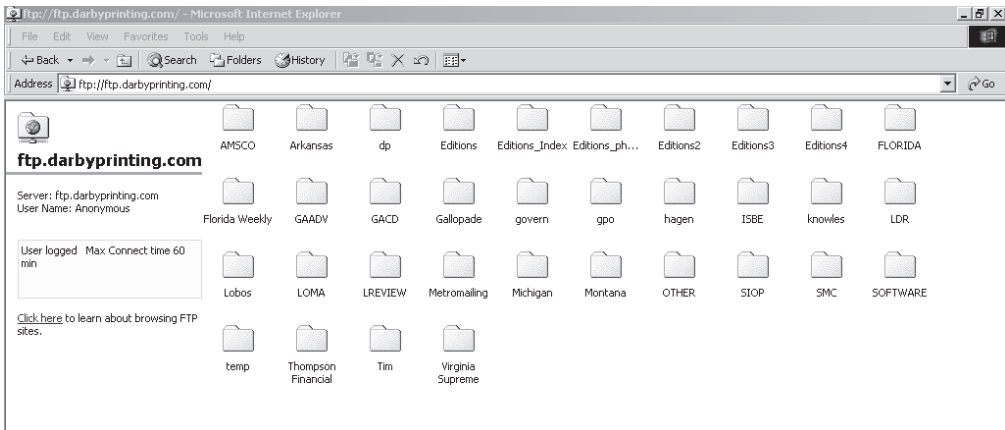
Sending files to Darby via the Internet is the fastest and least expensive way to move electronic data from your computer to Darby’s. You can also send your files in on a disk or a CD.

How To Transfer Files Over The Internet

1. Open up an Internet browser and in the address line of the web browser type the following address `ftp://ftp.darbyprinting.com` and then press the “go” button.



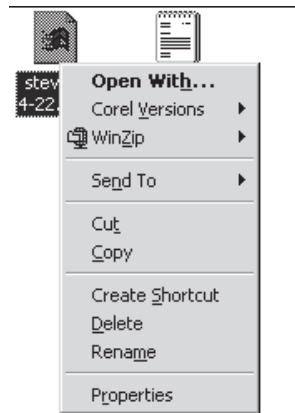
2. A window will open with a folder list as follows:



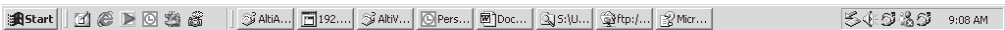
3. Double click on the folder “LREVIEW”.



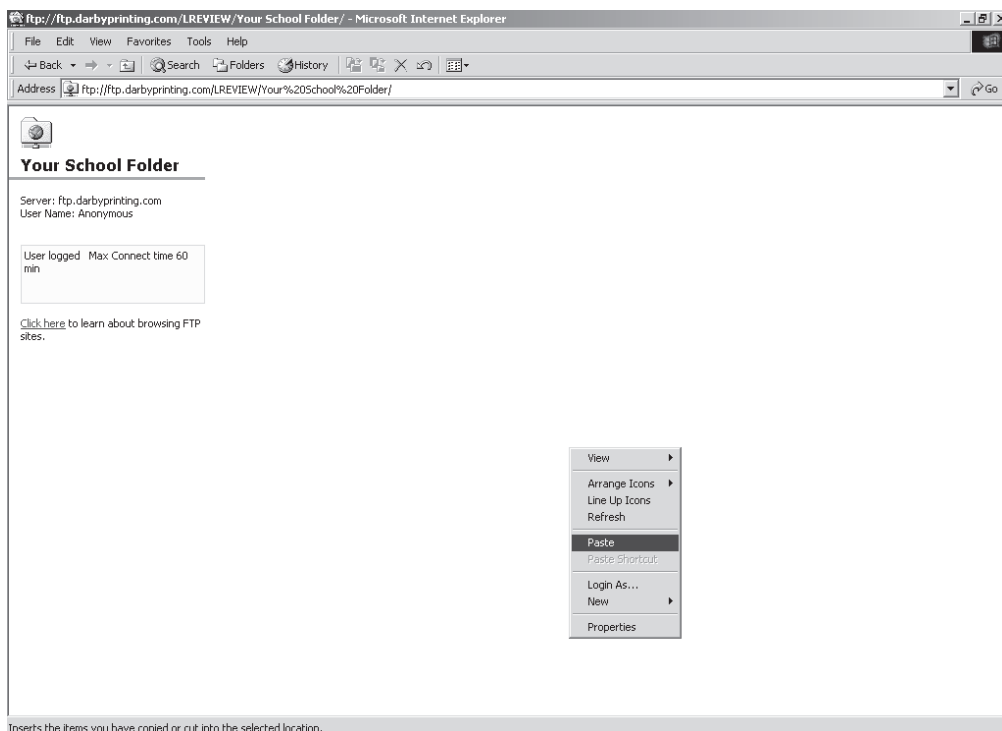
4. Double click on your school folder. (If you do not have a school folder or you do not know your school folder name, please contact customer service)
5. Minimize all windows, then double click on “my computer” and browse to your PDF files for uploading. Right click on one of the files that you want to upload and click on “copy”.



6. Click on the icon on the taskbar* with ftp:// to maximize your school folder that you browsed to earlier.
*(Taskbar is usually at the bottom of the screen and shows all application or windows that are open, also includes the start button)



7. Right click on the background of that window and choose paste.



If you prefer, you can also click on your PDF file, drag it to the proper folder on Darby’s FTP site and drop your PDF into your school folder. Darby’s ftp window and your window must be open simultaneously to click and drag.

8. Follow steps 5 through 7 for each PDF file that you want to upload.
9. Contact customer service to inform them that your files are complete and have been uploaded.

Starting the day after your materials are received, your book proof will be shipped within the next three working days. Darby will provide you with a book proof so you can confirm the order and placement of items. If there are alterations you wish to make, you will need to make the corrections to your files and resubmit them. Each time you resubmit files, we will send a new proof. Thoroughly proofing your pdf files before submitting the job to Darby will decrease multi-levels of proofs and will lower your cost.

! CAUTION !
Contact Darby via E-Mail or phone AFTER you transmit your electronic document—and always send a transmittal form with both FTP’d files or disks.

If you have changes on any of the items that Darby typeset (covers, introductory pages, etc), please write the corrections on the hard copy and either fax it or send it back in to Darby via traceable means.

NOTE

Please include instructions when submitting your files. Good clear directions help eliminate confusion and mistakes.

Once you submit your written approval to print, your press schedule will be set. At this point, if your journal is to be put on line with West or Lexis, please send in your word processing files so Darby can process them for submission.

Advance Copies

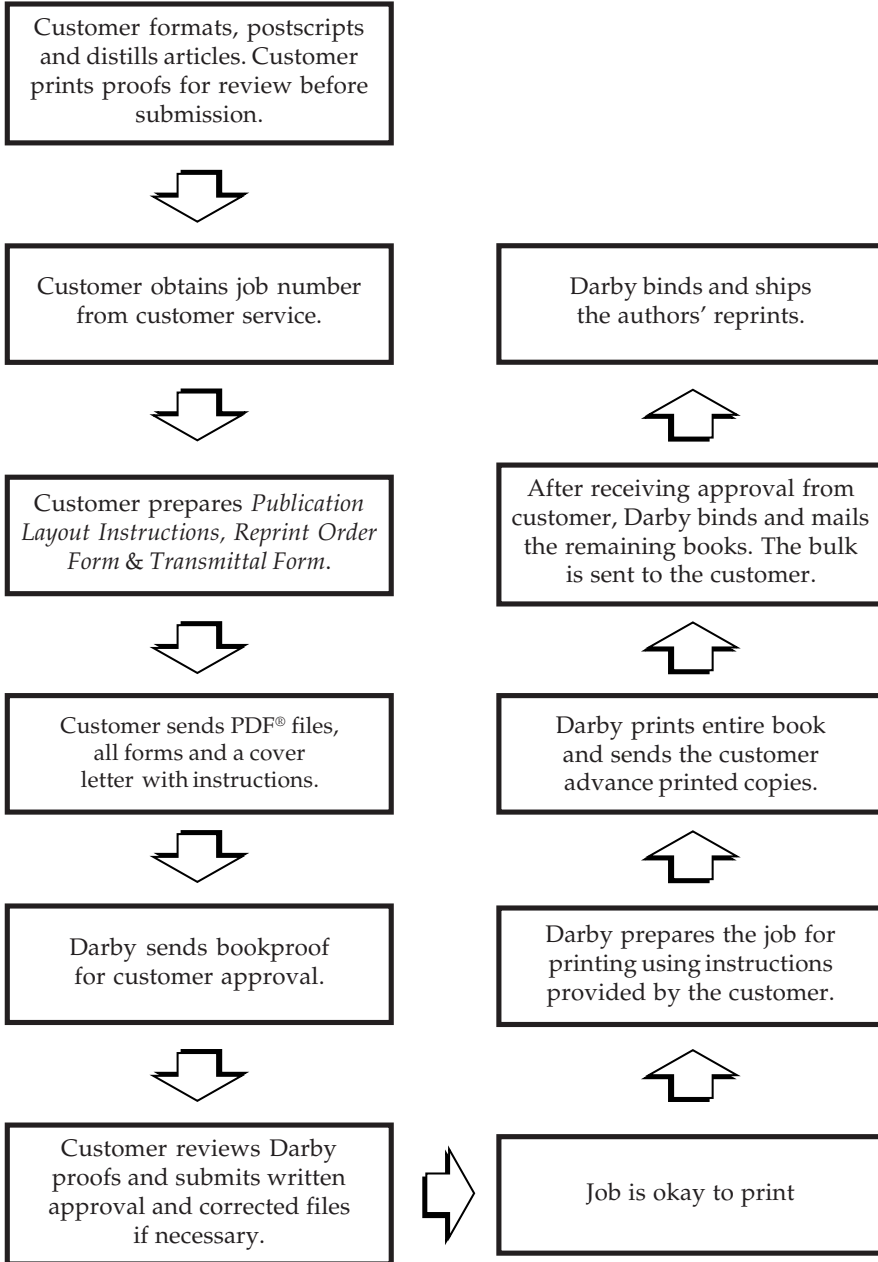
As a special courtesy to our customers, the first books that are bound are sent to you via express delivery. You, as the editorial staff, are given the first opportunity to view the printed product. In order for us to proceed with production, please submit your approval to bind to your customer service representative.

Remember, the advance copies are not intended to be used as part of the editing process because all printing has already taken place. It is to be used as a print quality check.

Delivery Schedule

Starting the day after your materials are received, your book proof will be shipped within three (3) working days. If there are any changes you'd like to make to your book proof, those corrections will ship to you in another three (3) working days after receipt of your changes. When you are comfortable with the content of your book, please provide us with the written approval to print. Darby will then ship your advance printed copies to you in eight (8) working days. After you give us the approval to bind your books, we will ship the subscribers books and bulk in four (4) working days and the author reprints in another four (4) working days.

ELECTRONIC CAMERA-READY PROCESS



B. HARD COPY CAMERA-READY

What is Hard Copy Camera-Ready?

Using a high-quality, opaque laser paper, a Hard Copy Camera-Ready customer sends their completed book to Darby for printing.

Jobs sent in as Hard Copy Camera-Ready should not require keystroking or typesetting by Darby, and are submitted as "O.K. to Print." In some cases, Darby may be requested to typeset covers and introductory pages. Please note: you are responsible for proofreading these pages, as well as the pages you've formatted. Also, you're responsible for appearance, output quality and content of the pages you submit to Darby. Please note that Darby will not proofread the content of the pages submitted to us, but will review it for style.

Camera-Ready Production

Many camera-ready customers use the *Darby Macro* to code, format and produce camera-ready pages. If you already have a Darby Macro please refer to your Darby Macro instructional guide for questions regarding formatting and producing your book.

If there is a portion of your camera-ready publication that Darby is producing, you will be required to proof our work to ensure its accuracy and **provide us with written approval to print**. Darby can make corrections only to pages that were originally typeset by Darby.

Macros

We can create Word 2000 and Word XP macros for you. These macros can be a real time-saver, helping you to format and style your articles according to your publication's specifications. If you have the Electronic Camera-Ready or Hard Copy Camera-Ready method of submission, call customer service at (800) 241-5292 to request your macro.

Preparation

All stylistic elements must be formatted, checked and corrected by you during the typesetting and proofing process. These elements include fonts, point sizes, page image sizes, running heads, page numbering, footnote formatting, main heading formatting, author and byline formatting, formatting of the various levels of subheadings, asterisk notes, paragraph

indents, multi-level block quote indents, introductory pages, special covers for reprints, tables, figures and paste up areas, hyphenation control, widow/orphan control, special characters such as em dashes, en dashes, open and close quotes, etc. **Thoroughly proofread each page to verify it appears as it should in your publication. You are responsible for the accuracy and stylistic element of every page in your publication.** For proofreading suggestions, please see the Proofreading Guidelines in the Appendix. Below is a checklist that may aid you in spotting inconsistencies before sending your camera-ready pages to Darby.

Style Checklist

Compared to previous issues, please check for proper font, position (flush left, centered, etc.), and spacing before or after each element below:

- Article Title
- Author
- Paragraph (including proper indentation)
- Block Quotes
- Subheads (all levels)
- Footnotes
- Running heads
- Pagination

In addition to a style check of the above elements, proof the:

- Text of the publication cover
- Table of contents articles and authors
- Article titles and author names

Also check the overall size of the:

- Image height
- Image width

for consistency and compliance with the size of the book.

How to Produce Quality Hard Copy Camera-Ready

- **Always print the entire book during a single printing session.** The density (darkness) of laser printed pages varies during the life of a toner cartridge and also varies from cartridge to cartridge. Your goal is to send Darby pages that are consistent from beginning to end. If you must print replacement pages, try to adjust the density control so that the replacement pages match the density of the rest of the book.
- **If using a new toner cartridge to print the camera-ready pages, run a few test copies prior to outputting your pages.** Always clean the printer thoroughly according to your printer's manual.
- **Set the density control close to the lightest setting.** After printing the pages, use a 2x to 3x magnifier, to carefully examine the type. If you notice broken type, especially in italic footnotes, you will need to darken the text slightly. If you notice that the type is plugging, you will need to lighten the text. It is best to print at the lightest setting that does not produce broken type (see your printer manual for setting density).
- **Use a high quality, laser paper that is intended for use as camera-ready originals.** We recommend Hammermill Laser Print (stock no. 8 1/2 x 11-12M-S24/60). Darby will print your camera-ready copy **as received**; however, we recommend 1200 dpi or better.
- **After the pages have been printed, carefully examine each page for light areas and dark areas.** Each page must be uniform from top to bottom and from left to right. It is also a good idea to check the density from page to page and from beginning to end. Any variation in print density on your originals will be magnified by the printing process.

Advance Copies

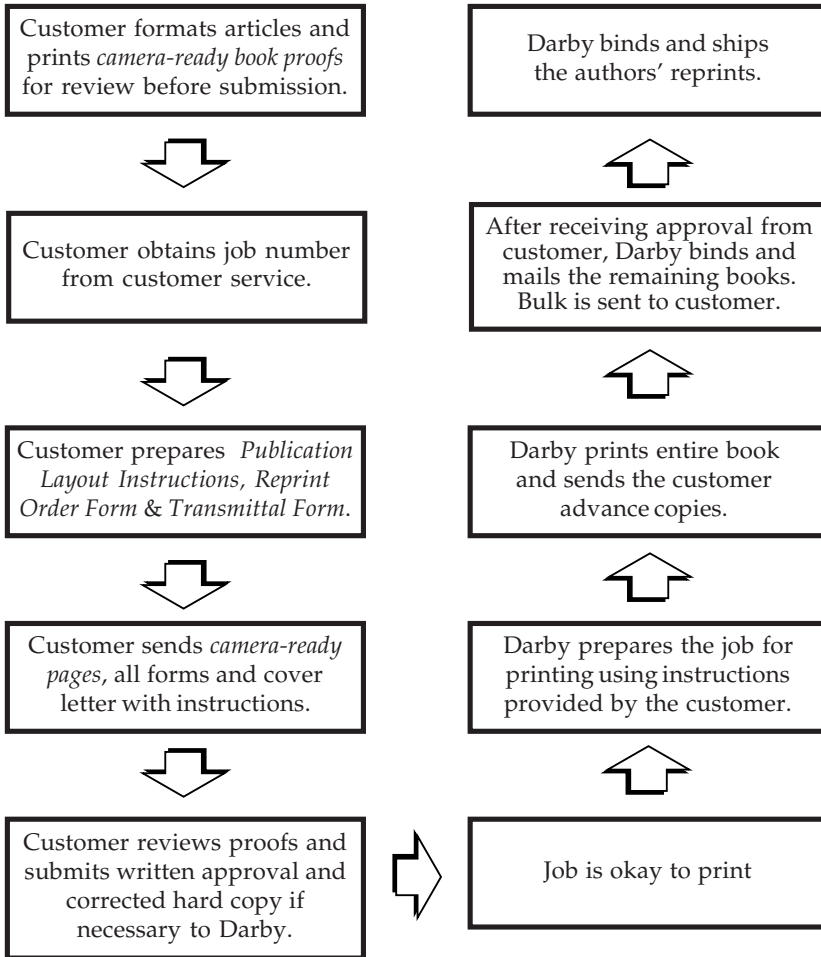
As a special courtesy to our customers, the first books that are bound are sent to you via express delivery. You, as the editorial staff, are given the first opportunity to view the printed product. In order for us to proceed with production, please submit your approval to bind to your customer service representative.

Remember, the advance copies are not intended to be used as part of the editing process because all printing has already taken place, but it is to be used as a print quality check.

Delivery Schedule

Starting the day after your materials are received, any proofs will be shipped within (3) working days. If there are any changes you'd like to make to your book proof, please submit corrected hard copy to Darby. When you are comfortable with the content of your book, please provide us with the written approval to print. Darby will then ship your advance printed copies to you in eight (8) working days. After you give us the approval to bind your books, we will ship the subscribers books and bulk in four (4) working days and the author reprints in another four (4) working days.

HARD COPY CAMERA-READY PROCESS



C. WORD PROCESSING AND MANUSCRIPT

Darby is capable of accepting electronic files from a wide variety of word processing software. Articles we receive on disk are run through a translation program which converts your word processor's formatting codes into codes that our typesetting system understands. This translation process is critical and requires you to follow certain guidelines when typing your articles.

Since word processors vary widely in their capabilities, Darby formatting codes allow you to access capabilities missing from your word processor. Often, your word processor will have codes which perform the same function as Darby codes. Please contact Darby's technical support if you have questions concerning your word processor's specific features.

We are able to support the following word processing software and all their extended features.

- Corel WordPerfect® - Version 10
- Microsoft Word® - Versions 2000, XP

There are two types of Word Processing and manuscript customers: electronic and manuscript.

- *Electronic* customers submit word processor files.
- *Manuscript* customers submit typed pages.

Preparing Your Articles

Once you have compiled some of your articles, you can send them to Darby and begin the composition stage. Articles do not have to be submitted in the order they will appear in your book. You will determine the article sequence later. To maximize service and maintain the shortest production time, articles should be sent in as soon as they are ready so our composition department can work on them.

Typesetting, arranging and formatting your articles are the three most critical and time-consuming stages of production. It helps your schedule to send in any special pages (such as charts or graphs) and introductory pages (such as ads, mastheads, staff pages or covers) to Darby as early in the production schedule as possible. These items generally require additional

processing time, and by having them in advance, we will be able to maintain efficiency. Additionally, any tabular matter should be labeled with the job number and author's name to ensure correct placement.

Helpful Hints

Below are some general guidelines to follow when submitting an article.

1. **Obtain a job number** for the issue you are currently producing.
2. **Include a Darby Transmittal Form** in every package you send.
3. **Identify any table, appendix or index.**
4. **Please contact customer service** with any questions about your current issue.

Article Proofs

Article Proofs are typeset pages of your articles. The Article Proofs that you receive will be a mirror image of the material that you submitted to us by either typed manuscript, or electronic file. Each Article Proof will contain text, footnotes, running heads and page numbers. All articles will start with page number 1. The right-hand running head will read "Darby Printing Company. " The actual sequence of the articles and proper running heads will not be determined until your Book Proofs are prepared.

When you return your Article Proofs, send in your special pages or introductory pages such as cover copy, table of contents or masthead (if you haven't already). Waiting to submit in your materials will delay subsequent stages of production.

Editing Article Proofs

The next step in the printing process is to correct your Article Proofs. If Darby is making your corrections for you, you will be returning one set of marked up Article Proofs. We will make the corrections and hold the articles at Darby until we receive all of the articles and your Make-Up Bible for that particular issue.

Careful editing by the publishing staff and author should be done at this time. If Darby is correcting the proofs for you, your corrections should be marked clearly on **one** set of proofs and returned to us.

Make-Up Bible

Completing the Make-Up Bible is one of the most important steps in the production process. The Make-Up Bible is our guide to your book, allowing us to paginate your articles into a complete book and to produce Book Proofs. The Make-Up Bible lists the introductory pages (typically including contents, staff, faculty pages), articles, ads and all other pages in the order in which they are to appear in your book. If Darby is correcting your Article Proofs, the Make-Up Bible should accompany the last batch of your marked up Article Proofs.

Book Proofs

Once you have returned all Article Proofs and your Make-Up Bible, Darby will prepare and send your **Book Proofs**. Book Proofs show how your printed book will appear with pages, footnotes, running heads, ads, introductory pages and page numbers all in position and sequence according to your Make-Up Bible. Along with the Book Proofs, Darby will return your Article Proofs and your disks or typed manuscript. You should take the time to proof your Book Proofs *very carefully*.

Editing Book Proofs

As with your previous corrections, standard proofreading marks should be used to mark corrections on your Book Proofs. Any printer's errors that were marked but inadvertently not corrected will be corrected as if they

were Article Proof corrections. *All corrections made on Book Proofs must be made by Darby.* If you need to make corrections, it is less costly to make them during your Article Proofs rather than Book Proofs or Revisions to Book Proofs.

The corrected pages should be returned to us in the same numerical order you receive them. We suggest that you make a copy of your changes, keeping this copy for your files and sending the original to us for corrections. When you return your Book Proofs, you need to enclose the **Reprint Order Form** to keep the printing process moving efficiently (see Step 3).

Revisions to Book Proofs

Once corrections have been made from your returned Book Proofs, we will send your copy of the original Book Proofs with your revisions marked (we will include both corrected and uncorrected pages). Please check the Revisions to Book Proofs against your marked-up Book Proofs to ensure that all of your corrections have been made. Revisions to Book Proofs should be considered the final copy of your book. Generally, we send only one set. **This stage is not intended as a final proofreading step but as a verification step to check for content and for any major structural errors previously overlooked.** Corrections should be held to a minimum. We require that you see another set of Revisions to Book Proofs if you make corrections. If a sentence or paragraph is added, your book may have to be repaginated. If this occurs, you will need to verify the table of contents and any page and/or footnote references within the book to be certain that they are accurate.

O.K. to Print

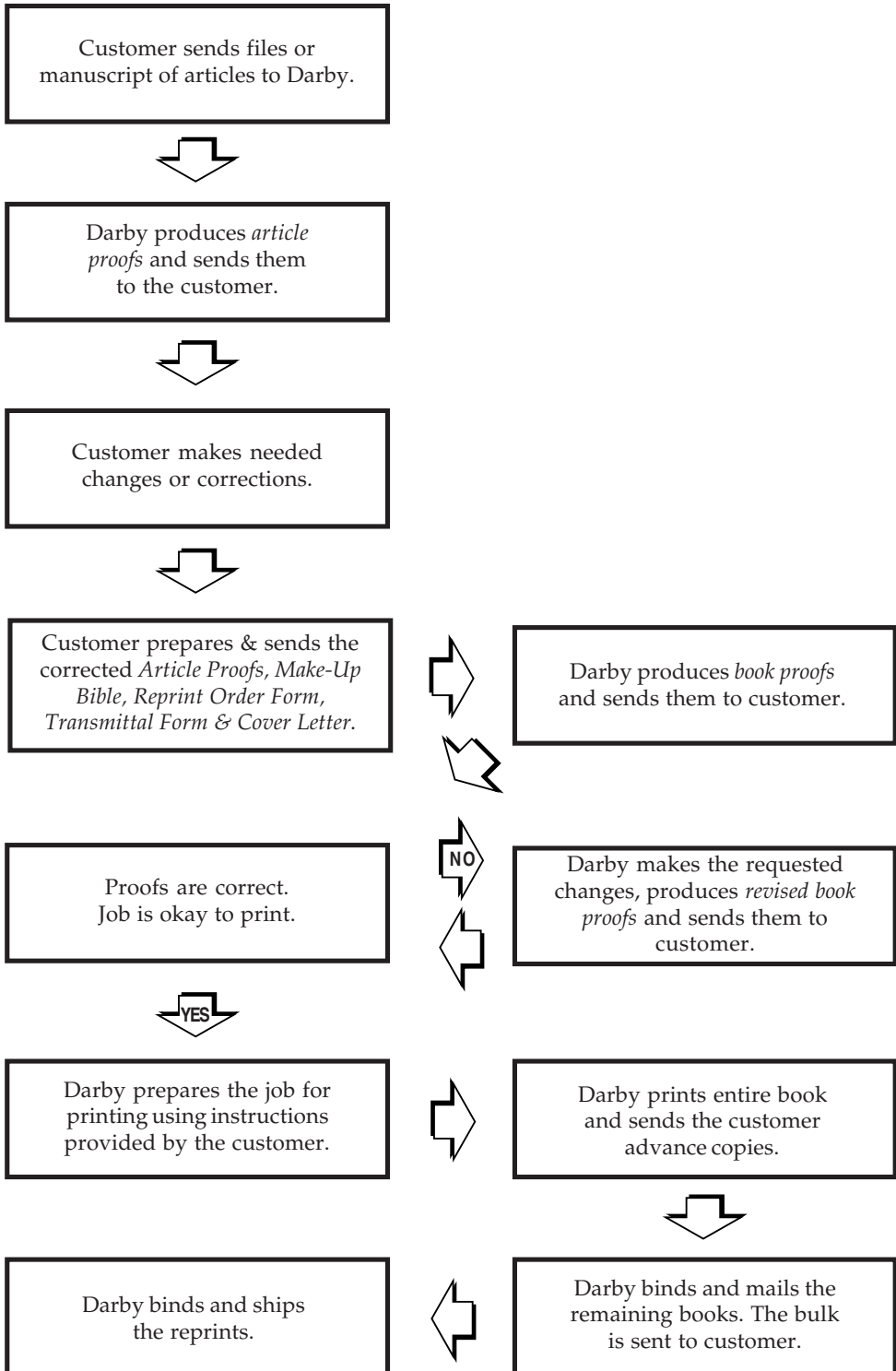
Once you have verified that all revisions have been made, you are ready to approve your book for printing. We will begin printing your book once we receive a final okay. You must give the final okay in writing (fax, letter or e-mail) for Darby to begin printing.

Advance Copies

As a special courtesy to our customers, the first books that are bound are sent to you via express delivery. You, as the editorial staff, are given the first opportunity to view the printed product. In order for us to proceed with production, please submit your approval to bind to your customer service representative.

Remember, the advance copies are not intended to be used as part of the editing process because all printing has already taken place, but it is to be used as a print quality check.

WORD PROCESSING AND MANUSCRIPT PROCESS



GUIDELINES FOR ELECTRONICALLY CORRECTED ARTICLES

- **Always back up your electronic media.** Keep a copy of each article that you send to us. Clearly label each disk with your job number, name of the book, volume, issue, author's name, title of article, type of word processor and version used to prepare each article. Provide this information in an e-mail if submitting files via the Internet (FTP).
- **Send in a hard copy printout of the material.** This will help us if we have a question concerning your article. Highlight any problems and attach a letter of instruction.
- **Reformat all disks you are submitting before you copy an article to it.** Reformatting a disk will destroy any unwanted old files and prevent us from receiving files that you did not intend to submit.
- **Do not submit any unnecessary articles on the disk.** With each disk, please provide a Darby Transmittal Form indicating which articles we are to use, and make sure any additional files (such as old files) are erased or deleted.
- **Please do not return the corrected material in batches.** Hold the corrected articles and send all of them at the same time with your Make-Up Bible. Since your corrections have been made, Darby doesn't need the articles returned until you are ready for Book Proofs.

Step 2

Completing the Publication Layout Instructions

HOW TO COMPLETE THE PUBLICATION LAYOUT INSTRUCTIONS

Completing the Publication Layout Instructions is one of the most important steps in the production process. The Publication Layout Instructions serve as our guide to putting your book together, allowing us to assemble your articles into the completed book. The Publication Layout Instructions list the introductory pages (typically including title pages, table of contents, an index, etc.), articles, ads and all other pages in the order in which they are to appear in your book. The Publication Layout Instructions should accompany the first batch of Postscript® or PDF® files for electronic camera-ready customers, the camera-ready copy for hard copy camera-ready customers or when all completed articles are submitted from customers using manuscript or word processing files.

Below are some general guidelines to help you complete your Publication Layout Instructions.

Cover

If your contents page is duplicated on your cover, write the word “contents” in the Outside Front Cover Section of the Publication Layout Instructions. If you have ads or material printed on the outside back cover or inside covers, mark them accordingly and attach copies for clarity. Please mark all items with their specific title. (Example: Do not mark the outside cover with just “Darby Ad” but rather with the name of the specific Darby Ad.)

Hint

The first page number will always be an odd number since books begin on a right-hand pages.

Front Pages (Introductory Pages)

Beginning with the first page, list the exact placement of your introductory pages, including title pages, copyright information, advertisements, dedications, faculty listings, mastheads, table of contents and forewords. As with the cover, it is always best to attach an exact copy of each page to the Publication Layout Instructions to maintain a permanent reference to the order of your book. If a page is blank, mark it as such. If one of your introductory pages will require more than one page, you should mark the first

introductory page with the appropriate title and the following pages as continuations. (Example: i – Faculty page, ii – continuation of faculty page.) If you need a blank page so that you can start your first article or an introductory page on a right hand page, please mark the page accordingly.

Please keep in mind that you should have articles start on right hand pages and end on left hand pages to avoid having blanks included in the author's reprint. Contact your customer service representative with any questions you may have regarding reprints.

Photographs

Photographs may be included in your issue. Each photograph should be of good quality and preferably black and white. On the back of the photograph identify the picture. We find a good practice is to identify the picture on a piece of white tape, then transfer the tape to the back of the photo. This procedure minimizes risk of damage to the photograph. A letter of explanation and an indication in your Publication Layout Instructions stating where, when and how the photograph is to be used should be included. If any text is to be printed with it, please provide written information for typesetting.

Electronic Publication Layout Instructions

By accessing our ftp site (*ftp.darbyprinting.com*) you can download the Publication Layout Instructions, fill it out and send it back to your school's folder, via ftp. Be sure to notify your customer service representative after you've sent your Instructions as well as the other necessary forms we require.

EXAMPLE OF PUBLICATION LAYOUT INSTRUCTIONS



Publication Layout Instructions

Title: _____ **Volume:** _____ **Issue:** _____

FRONT COVERS **File Name or Description**

	Darby to Format	File	CR
Outside Front Cover			
Inside Front Cover			

FRONT PAGES **File Name** (please include blank pages)

Introductory Pages	Type of front matter (ie; Table of Contents, Board of Editors, etc.)	Darby to Format	File	CR
i				
ii				
iii				
iv				
v				
vi				
vii				
viii				
ix				
x				
xi				
xii				

ARTICLES **Name of Author(s)**

	Beginning Page No.	Ending Page No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

BACK PAGES **File Name** (please include blank pages)

No back pages

	Type of back page (ie; ads, announcements, etc.)	Darby to Format	File	CR

BACK COVERS **File Name or Description**

	Darby to Format	File	CR
Inside Back Cover			
Outside Back Cover			

Step 3

Completing the Reprint Order Form

HOW TO COMPLETE THE REPRINT ORDER FORM

Note

Author billing is
the responsibility
of the school.

Reprints are copies of individual articles in your current issue which **are printed at the same time as your book**. These reprints are perfect bound in exactly the same manner as your book. They can be ordered with a cover identical to the book cover in which they appear or with a special cover printed with only the article title and the author's name.

Reprints should be ordered at the time the book is printed because back to press reprints are **substantially** more expensive.

The **Reprint Order Form** should be included with your initial submission. We must finalize our production run based on the quantity of books and number of reprints you order. If you do not want to order reprints, simply fill in the name of your organization, volume number, issue and check the "none" box at the top of the form. You must also complete the **book quantity** section informing Darby of the number of books that you want printed. Please complete the form and return it to us along with your files or camera-ready pages. To avoid miscommunication, Darby will not accept a verbal request for reprints or books.

Important

Help us keep your publication on schedule.
Submit your Reprint Order Form
with your initial submission.

Follow the example provided on the form. **Please do not have the individual authors contact us directly about an order. Author billing is the responsibility of the law school.**

Electronic Reprint Order Form

By accessing our ftp site (*ftp.darbyprinting.com*) you can download the Reprint Order Form, fill it out and send it back to your school's folder, via ftp. Be sure to notify your customer service representative after you've sent your Reprint Order Form as well as the other necessary forms we require.


EXAMPLE OF REPRINT ORDER FORM

Job Number: _____

Review/Journal: _____ **Issue:** _____

Total Books Ordered: _____

Total Reprints Ordered: _____ **None:**



Reprint Order Form

For Your Information:

A. Production will not be completed without a valid Reprint Order Form

B. No Post Office Box will be accepted as a valid shipping address

C. Returned Reprints from invalid addresses will be forwarded to school

D. All Domestic Reprints will be shipped via UPS Ground unless otherwise specified

E. All Foreign Reprints will be shipped via USPS unless otherwise specified

Article Name/Author Name	Special Cover	A Page Range	A Ship to school	B Ship to author	B Shipping Address	Total A & B	Special Instructions	Print: Bound: Ship:	Ordered Reprint
Article: "Reprint Order Form Example"	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	_____ to _____	50	50	Darby University 6215 Prunette Drive Atlanta, GA 30336	100	Example 1 - "Ship Post-Ex" Example 2 - "Include Photo in Reprints" Example 3 - "50 each special covers, 50 with sig."	Print: Bound: Ship:	
Author: Mr. Darby Prints	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Article:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	
Author:	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ to _____						Print: Bound: Ship:	

DO NOT WRITE IN SHADDED AREAS

Step 4

Completing the Transmittal Form

HOW TO COMPLETE THE TRANSMITTAL FORM

Sending Materials

The Transmittal Form allows Darby to easily recognize and decipher the materials you are sending. All material sent to Darby should be accompanied by a Transmittal Form. If not, a cover letter must accompany submitted material with detailed instructions; otherwise your publication may be placed “on hold” and your delivery deadline could be missed.

Electronic Transmittal Form

By accessing the ftp site (*ftp.darbyprinting.com*) you can download the Transmittal Form, fill it out and send it back to your school’s folder, via ftp. Be sure to notify your customer service representative after you’ve sent your Transmittal Form as well as the other necessary forms we require.

EXAMPLE OF TRANSMITTAL FORM

(front)

TRANSMITTAL FORM

DATE _____ PUBLICATION _____
 JOB# _____ P.O.# _____ SCHOOL _____
 VOLUME _____ ISSUE _____ CONTACT _____
 PHONE _____ FAX _____

The Following Are Enclosed:

- | | |
|--|--|
| <input type="checkbox"/> Hard Copy Camera-Ready Text Pages | <input type="checkbox"/> Postscript or PDF file Text Pages |
| <input type="checkbox"/> Hard Copy Camera-Ready Introductory ("i") Pages | <input type="checkbox"/> Postscript or PDF file Introductory ("i") Pages |
| <input type="checkbox"/> Hard Copy Camera-Ready Front Cover | <input type="checkbox"/> Postscript or PDF file Front Cover |
| <input type="checkbox"/> Hard Copy Camera-Ready Back Cover | <input type="checkbox"/> Postscript or PDF file Back Cover |
| <input type="checkbox"/> Hard Copy Camera-Ready Spine | <input type="checkbox"/> Postscript or PDF file Spine |
| <input type="checkbox"/> Hard Copy Camera-Ready Special Reprint Covers | <input type="checkbox"/> Postscript or PDF file Special Reprint Covers |
| <input type="checkbox"/> Hard Copy Camera-Ready Inside Front Cover | <input type="checkbox"/> Postscript or PDF file Inside Front Cover |
| <input type="checkbox"/> Hard Copy Camera-Ready Inside Back Cover | <input type="checkbox"/> Postscript or PDF file Inside Back Cover |

File Names

- Word Processor Text File Coded _____
- Word Processor Text Files Uncoded _____
- Manuscript _____

Typeset The Enclosed Material

- Please Typeset the Hardcopy provided
- Please Typeset the enclosed file created in: _____
- | | |
|---|---|
| <input type="checkbox"/> Typeset and send proofs | <input type="checkbox"/> Typeset Inside Front Cover |
| <input type="checkbox"/> Typeset Outside Front Covers | <input type="checkbox"/> Typeset Inside Back Cover |
| <input type="checkbox"/> Typeset Spine | <input type="checkbox"/> Typeset Special Reprint Covers |
| <input type="checkbox"/> Typeset Outside Back Cover | <input type="checkbox"/> Typeset Table, Chart or Graph |

The Following Production Materials Are Enclosed:

- | | |
|---|--|
| <input type="checkbox"/> Make-Up Bible | <input type="checkbox"/> Ads for Placement |
| <input type="checkbox"/> Mailing List/Labels/Disk | <input type="checkbox"/> Word Processor Disk (For Lexis/Westlaw) |
| <input type="checkbox"/> Artwork for Paste-Up | <input type="checkbox"/> Charts/Graphs (please provide instructions) |
| <input type="checkbox"/> Photos (additional charge) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Reprint Order Form | |

The Following Corrections Are Enclosed:

- | | | |
|---|--------------------------------------|--|
| <i>CORRECTIONS FOR:</i> | <i>CORRECTIONS CONSIST OF:</i> | <i>AFTER CORRECTIONS ARE ADDED:</i> |
| <input type="checkbox"/> Article Proofs | <input type="checkbox"/> Text | <input type="checkbox"/> The Job is Okay To Print |
| <input type="checkbox"/> Book Proofs | <input type="checkbox"/> Front Cover | <input type="checkbox"/> Send Another Set of Proofs |
| <input type="checkbox"/> Camera Ready | <input type="checkbox"/> Back Cover | <input type="checkbox"/> Fax the following for approval: |
| <input type="checkbox"/> Postscript | <input type="checkbox"/> Spine | _____ |
| | | _____ |
| | | _____ |



6215 Purdue Drive • Atlanta, Georgia 30336 • (404) 344-2665 • Fax (404) 346-3332 • (800) 241-5292 • www.darbyprinting.com

Step 5

Preparing Your Subscriber List

The following guidelines will help you prepare your subscriber list so Darby can quickly package and mail your books.

HOW TO PREPARE YOUR SUBSCRIBER LIST

Electronic Subscriber Lists

Darby prefers that subscriber lists be submitted in an electronic format. Lists should be submitted on disk or via FTP. **We cannot accept lists via E-mail.**

Preparing Your Publication's Electronic Subscriber List

Any subscriber list that will be used for a presorted mailing (Standard Mail, Periodical, First Class) will be converted into a specific structured format. The layout of the subscriber lists is extremely important.

United States Postal Service (USPS) Address Standards

The USPS requires that all addresses in your subscriber list meet certain address standards. The most significant standard is the Coding Accuracy Support System (CASS). Darby's postal presort software identifies and isolates addresses that do not meet CASS standards. These addresses are then removed from your subscriber list and returned to you with the appropriate amount of books. This check helps the USPS minimize undeliverable mail and allows you to make appropriate corrections to incorrect addresses in your subscriber list.

Subscriber lists for presorted mailings have to meet the following guidelines:

US (and territories) addresses

- Name information must be in no more than 3 different fields, Name 1, Name 2, Name 3.
- Address information must be in no more than 3 different fields, Address 1, Address 2, Address 3.
- Name 1 and Address 1 fields can not be blank.
- P.O. Boxes must be in a field without street names, suites, building or room numbers.
- City, State, and Zip must be separated into 3 separate fields.
- State must be a standard 2-letter abbreviation for US states and territories.
- Zip will be a 10-character field to contain either a 5-digit zip code with no blank spaces or a 9-digit zip code with a dash between the 5th and 6th number.

Foreign addresses

- State and Zip fields must be blank, even if the country uses some form of postal code.
- City field must contain City, State and Postal Code.
- Create a field after the domestic Zip Code field for foreign country name.

Customer Formats

The following are examples of the most common subscriber list formats received by Darby.

• Database format

Examples: dBase, Microsoft Access Database programs require a record-based layout of any data created in them. Storing mailing addresses like this yields the most consistent and useful data if proper fields have been laid out. See example below.

NAME1	40 characters	ADDRESS3	40 characters
NAME2	40 characters	CITY	35 characters
NAME3	40 characters	STATE	2 characters
ADDRESS1	40 characters	ZIP	10 characters
ADDRESS2	40 characters		

If you have foreign addresses in your lists you should add the following.

COUNTRY 35 characters

• Spreadsheet format

Examples: Microsoft Excel®, Microsoft Word®, comma-delimited text files

Spreadsheet formats are less structured methods of storing mailing lists, although lists can be structured as well in a database format. Usually, addresses are stored in separate rows in the spreadsheet. To be of maximum use, each field has to be for a specific address part and all addresses must conform to those names. The following example demonstrates, with row one being column headers describing the various parts of the addresses.

	A	B	C	D	E	F	G	H	I	J
1	NAME1	NAME2	NAME3	ADDRESS1	ADDRESS2	ADDRESS3	CITY	STATE	ZIP CODE	COUNTRY
2	Law Library	Serials Donation		University of New South			Sydney 2052			AUSTRALIA
3	GUT Library	L615904	Attn: Serials	GPO Box 2434			Brisbane GLD 4001			AUSTRALIA
4	Fordham University, Law	Acquisitions Dept.	School of Law	140 West 62nd Street			New York	NY	10023-	
5	New York Police Dept.	Legal Bureau Law		Room 1406	1 Police Plaza		New York	NY	10038	
6	New York Public Library	Grand Central Station		Science, Industry &	POB 2233		New York	NY	10163-	
7	The Legal Aid Society	Criminal Defense		Brooklyn Criminal Court	120 Schermerhorn		Brooklyn	NY	11201	
8	Univ. of Colorado, Law	Serials &		Fleming Law Building Rm	Campus B	2405	Boulder	CO	80309-	

Common Problems with Lists

- No consistent placement of address information from one address to another.
- City, State and Zip in one field instead of three fields.
- Foreign records using State or Zip field for non-US address data.

Lists with these problems will be returned to the customer for corrections, or Darby will repair the list at additional cost. After Darby has your list converted, you may ask for a copy to update your system or to approve what changes we made to your list. Below is a checklist which will help you in formatting your list correctly.

Subscriber Checklist

- Check all countries. No information should be in the state or ZIP code fields.
- Check all ZIP codes. Make sure they have either 5-digits or 9-digits as 5-digits, dash, 4-digits.
- Check all address fields making sure P.O. Boxes are in a field by themselves.
- Check all address fields making sure there are not names or any "Attn:" or "C/O" entries.
- Check (address) field making sure it is not blank. "ADDRESS1"
- Check (name) fields making sure they are not blank. "NAME1"

Mailing Labels

If you choose to provide your list in a non-electronic format, please be sure to use a pre-glued medium such as adhesive continuous-feed labels or adhesive sheet labels. Labels should not exceed seven lines each and each line should be no more than 34 characters. **Customer-printed mailing labels must be in ZIP code order to expedite the mailing of your publication.** If you do not submit your list in ZIP order, Darby may need to charge an additional fee for sorting the list. Your list must also be certified using CASS® software. Certification includes a signed statement that all of the addresses are current and correct, which should be submitted along with the labels.

Mailing Permits

Darby needs direction from you regarding which class of mail your books require. Please contact your local postmaster to obtain the most recent version of the “Quick Service Guide”. You can also go to *www.usps.com* for answers to your questions. These reference tools will aid you in deciding how your books should be mailed.

Publishers that choose to mail with a periodical permit must be aware of the restrictions on the number of issues mailing per year and their chronological order. Failure to follow these restrictions will result in the loss of your USPS periodical permit.

Please direct any questions to your local postmaster.

Appendix

INFORMATION CHECKLIST

Prior to submitting materials to Darby, please

- Obtain a **job number** from Darby and include it on all materials to be submitted. Each issue will have a unique job number.
- Review any special requests or questions concerning cost for additional services to be provided by Darby.
- Double-check the accuracy of the information/materials and publication pages.
- Identify the name of the publication and the correct volume and issue on all materials to be submitted.
- Include a cover letter and/or transmittal form outlining the contents of your package, information/directions for any typesetting, paste-up or special services to be provided by Darby.
- Include any new contact, phone, fax, delivery or billing information relevant to your publication.** If your staff works over the summer and your material should be returned to a different address, please request this in writing and include the date to begin shipping your material back to the school's address.

SPECIAL SERVICES

Darby Printing Company provides a number of special services. Please call your customer service representative for additional details or pricing information at **1-800-241-5292**.

Article Reprints: Darby can produce article reprints for your authors with special covers. These reprints should be ordered when the book is printed because back to press reprints are much more expensive.

FTP/Internet: You can save on overnight shipping charges by sending your electronic files via the Internet. Darby's FTP site is available 24 hours a day and enables you to send your files to us when it's convenient for you. Our address is ftp.darbyprinting.com.

Graphic Design Services: Darby's on-site graphic designers are available to assist you with the design and production of your cover, tables, charts, diagrams and other special pages.

Macros: You can publish your law review more quickly and efficiently using our *Darby Macro* for the latest version of Microsoft Word. This macro/template tool is backed up by toll-free technical support.

Online Research Services: Your publication will get maximum exposure when it is made available through an online research service. Darby works with both Lexis-Nexis and Westlaw to help you get your publication online as quickly as possible.

Recycled paper: Darby provides recycled paper as our standard book-quality house stock. Our 50# cream book paper, which is used by many of our state government customers for their permanent hardcover law books, is acid-free and of the highest quality.

Shipment to Book Brokers: On request, Darby will ship a designated number of copies of your publication to book brokers, such as Hein or Juris.

Subscription Cards: Darby can print subscription cards, perforate them and bind them into your publication.

PROOFREADING GUIDELINES

The following instructions have been established to aid you and your staff in the proofreading process. These same guidelines are used by our professional proofreaders. Also included are referenced problem areas we have encountered in the past and areas that warrant special attention. **By proofreading carefully the first time, you can avoid additional costs and delays in the production of your book.**

- **Please check all proofs carefully.** It helps to compare the proofs line by line with your hard copy of the manuscripts. All editorial and typographical errors should be clearly and concisely marked in the right margin. Please do not use pencils of any color. All errors marked after the Article Proof stage will be considered publisher's errors at subsequent stages. The standard proofreading marks should be used.
- **Note where the correction is to appear within the line of text.** If your correction will not fit in the margin, attach a typed copy of it in the margin. An arrow should be drawn to the place where the copy is to be inserted in the text. If a change must be explained in detail, it is best to send a cover letter explaining the alteration.
- **Cross reference the article title and author's name** on each article with the table of contents and the cover to ensure consistency.
- **Check the issue date on the staff page,** table of contents, cover and backbone (or spine), and verify the copyright date if applicable.
- **If you need additional proofs,** please contact customer service with the appropriate names and addresses.
- **Check your table of contents.** Make sure that the page numbers correspond to the titles you have listed for them. This also applies to articles that have their own table of contents.
- **Double check the spelling of names.** It is very important to check names, as even common ones can be spelled many different ways. You should also make sure that authors' names are spelled

consistently on the table of contents, the cover and the article.

- **Check the size of the footnote type.** Make sure it corresponds to previous issues and to other articles in your current issue. You should also check the type of footnote separator (full width line, partial line or no line) on every page of every article.
- **Look for improper word and page breaks.** Inspect the copy for subheadings at the bottom of the page, single words or lines from the ends of paragraphs starting a page, etc.
- **Make sure that all titles and subheadings are formatted and presented in the correct style.** Also, make sure that the style of each type of title and subheading is consistent throughout the article and in all articles of the book. Comparing to previous issues is quite helpful during this process.
- **Be certain that the quality of your artwork (tables, charts, graphics, etc.) is suitable for clean and precise reproduction.** Dirt, smudges or fuzzy type will be magnified in the production process.
- **Check your page numbers.** If a printed page number goes on the bottom of the first page of the article, you must continue this style on each article.
- **Always check for common errors.** Look for misspellings, punctuation errors, missing text, etc. Verify that the text correctly flows from page to page with no missing or duplicated words. This is especially important if you edit and print single replacement pages.
- **Properly complete your Make-Up Bible.** The Make-Up Bible is the key to putting your book together in the right order. It is vitally important that your Make-Up Bible be complete and properly filled out. Refer to the Make-Up Bible as you “book” your articles.

Once we have received your articles and Make-Up Bible, our professional proofreaders double-check the following items for you:

- **We make sure everything is in the right place.** Using your Make-Up Bible as a guide, we check to see that articles, ads, etc., are all placed in the proper order in your book.
- **We proofread anything we typeset.** If you have asked us to typeset your introductory pages or any other items for you, we assume responsibility for making sure that they are properly proofread prior to your approval.
- **We check your volume and issue numbers.** We confirm that they are consistent throughout your book.
- Darby will also perform any scanning and typesetting services you require if you **supply** us with the hard copy to use as a guide.

STANDARD PROOFREADING MARKS

<i>wf</i> //	Wrong font (size or style of type)	#	Insert space (or more space)
<i>lc</i>	Set in <u>LOWER CASE</u> or LP / FF CA / FF	□	Em quad (mutton) space or indentation
<i>caps</i>	SET IN <u>capitals</u>	<i>l</i> or <i>z</i>	Delete, take out
<i>caps + lc</i>	Lower Case with Initial Caps <i>v</i> or <i>lc</i>	<i>stet</i>	Let it stand — (all matter above dots)
<i>sm. caps</i>	SET IN <u>small capitals</u>	¶	Begin a paragraph
<i>rom.</i>	Set in <u>roman</u> (or regular) type	<i>no ¶</i>	No paragraph.
<i>ital</i>	Set in <u>italic</u> (or oblique) type	<i>run in</i>	Run in or run on
<i>L.F.</i>	Set in <u>lightface</u> type	<i>flush ¶</i>	No paragraph indentation
<i>bf</i>	Set in <u>boldface</u> type	○	Period ↗ or / Comma
⌋	Move to right ⌋	;/	Semicolon ⊙ or :/ Colon
⌈	Move to left ⌈	↓ or ↓	Apostrophe or 'single quote' "pos"
⌋	Lower (letters or words)	↘/↘ or ↙/↙	Quotation marks "quotes"
⌈	Elevate (letters or words)	?!/	Question mark or "query"
	<u>Straighten</u> line (horizontally)	!/	Exclamation point or "bang!"
<i>fl</i> <i>L</i> or //	Align type (vertically)	-/ or =/	Hyphen
<i>tr.</i>	Transpose enclosed in ring (<u>matter</u>)	(/)	Parentheses (parens; curves; fingernails)
<i>lead</i>	Insert lead between lines	[/]	Brackets (crotchets) } Brace
<i>l</i> <i>l</i>	Take out lead ← or → <i>tr. lead</i>	⊖	Reverse (upside-down type or cut)
○	Close up entirely; take out space	⊥ or ⊥	Push down space or lead that prints
✓ or ~	Less space between words	Ⓢ	Spell out (20 or 21)
∨ or eq #	Equalize space between words	<i>OK w/c</i> or <i>OK a/c</i>	OK "with corrections" Correct and print, no revised proof wanted
<i>l/s</i>	LETTER - SPACE		

GLOSSARY OF TERMS

ARTICLE PROOFS (Word Processor/Manuscript) — These are the first set of proofs of your manuscript that you will receive from Darby. Article Proofs typically will be made up in complete page form with the text, running heads and footnotes all in proper place and sequence. Article Proofs are normally received on an article-by-article basis.

ACROBAT READER® — A software made and distributed by Adobe® for opening and viewing PDF® files. This software can normally be downloaded via the Internet at no cost.

BODY TEXT — Refers to the style or format of the paragraphs that make up the main body of an article. Excludes footnotes, headings, subheadings, block quotes, charts and tables.

BOOKING — Refers to the process in which you specify the starting page numbers and the final running heads for each article.

BOOK PROOFS (Word Processor/Manuscript) — These are the proofs of your book as output on our high resolution printer. Page proofs are composed in their final book form with pages, footnotes, running heads, ads, staff pages and page numbers all in their proper places and sequences.

BOOK PROOFS (Word Processor revisions) — The third and usually final set of proofs that you will receive from Darby. The purpose of these proofs is to confirm prior to printing that all final corrections have been properly made and that the book is structurally correct. The Revisions to Book Proofs stage is not intended to be used as an editing stage.

BOOK PROOFS (Electronic Camera-Ready) — These are the proofs of your book as output on our high resolution printer. For Electronic camera-ready customers this is a laser printer proof of their Postscript® or PDF® files.

COMPUTER DISK CONVERSION — This is a service that allows you to convert a disk from one computer hardware format to another or to convert a file from one word processing system to another. The service provides you with the capability to work with almost any computer hardware or software system.

DROP HEAD — This term refers to an article heading that does not start at the top of the page but has been dropped or lowered so that an additional heading can be placed above it. You would request a drop head when you want headings such as NOTES or COMMENTS to appear above the heading of an article.

DPI — Dots Per Inch.

DTP — Desktop Publishing is a way to produce electronic files or camera-ready pages.

ELECTRONIC CAMERA-READY CUSTOMER — An Electronic camera-ready customer is defined as one who submits Postscript® or PDF® files ready to print. In this case, the customer assumes all responsibility for appearance and output quality.

EXTENDED CHARACTER SET — WordPerfect®'s method of specifying special symbols. See the WordPerfect® Manual Appendix for a list of symbols printable by WordPerfect®.

FOLIOS — Page numbers.

FONT — A collection of letters, numbers and symbols that share a common typographic style. Fonts are usually comprised of four faces — Roman, **Bold**, *Italic* and **Bold Italic**.

FOOTNOTE SEPARATOR — The stylistic element, usually a full or partial width horizontal line that separates the body text from the footnotes.

FTP (File Transfer Protocol) — A method of transferring an electronic file to another location using the Internet.

FULL SERVICE TYPESETTING CUSTOMER — A customer who submits hard copy or disk manuscripts for Darby to completely format using typesetting software. Darby is responsible for stylistic consistency with previous issues, for producing all proofs and for producing high quality camera-ready pages.

HARD COPY CAMERA-READY CUSTOMER — A camera-ready publication is one submitted as hard copy camera-ready pages.

HARD RETURN — Press your <enter> or <return> key. Hard returns are always used to indicate end of paragraphs. A hard return shows up as [HRT] in Reveal Codes mode.

INTRODUCTORY (“i”) PAGES — These are pages other than article pages that are to appear in your book. These pages usually appear in the front or back of the book. (Example: Ads, Faculty pages, Staff pages) In your Make-Up Bible, your “i” pages also include your cover text, indexes, etc.

LEADING — Vertical white space between lines of text. Named when all type was made of lead cast in copper molds.

LETTER SPACING — The process of adding bits of space between letters in an attempt to horizontally justify a line of text that cannot be automatically hyphenated.

MACRO — A computer program that instructs word processors to perform predefined functions by feeding keystrokes and/or making logical decisions based on the word processor’s built-in features.

MAKE-UP BIBLE — This is a small booklet we furnish to our customers to list the proper sequence and order of articles and other material to be placed in the book. It gives complete information for the running head and cover material. It is a very accurate and easy way to give Darby instructions on how to properly format your publication.

ORPHAN — Condition when the last line of a paragraph falls at the top of a page.

PASTE-UP ITEMS — Page elements that are literally pasted to the main body of a page. These include photographs, charts, graphs, tables, formulas and some special characters.

PDF® — A standard page description language for electronic printing.

POINT SIZE — Type is measured in “points” and “picas.” There are 6 picas per inch, 12 points per pica and 72 points per inch.

POSTSCRIPT® — A postscript file is any file that has “postscript” printer language applied to it. Postscripting helps maintain the formatting of your document.

PUBLICATION LAYOUT INSTRUCTIONS — This is a one-page form we furnish to our customers to list the proper sequence and order of articles and other matter to be included in the book. It is a very accurate and easy way to give Darby instructions on how to properly format your publication.

PUBLICATION STYLE — The overall appearance of a publication. Elements of style include fonts, body and footnote text sizes, heading, subheading, byline, block quote and introductory page formats. All of these elements must be consistent from article to article and issue to issue.

REVISIONS TO BOOK PROOFS — These are the final set of proofs used only if there are corrections to your page proofs. The purpose of these proofs is to confirm prior to printing that all final corrections have been properly made and that the book is structurally correct. The revised page proof stage is not intended to be used as an editing stage.

PROOFREADING MARKS — The printing industry uses a standard set of proofreader’s marks to indicate the proper procedures to follow in making corrections on proofs. We have enclosed a copy of these marks in the Proofreading Guidelines for your reference. Please use these marks when making any changes.

ROMAN TYPE FACE — The “normal” face of a font — as opposed to bold or italic.

SANS SERIF FONTS — Fonts without serifs such as Helvetica and Optima. Also known as Gothic Fonts. (See also SERIF FONTS)

SCANNING — Process of copying an image into an electronic format to be placed in a file.

SERIF FONTS — Fonts with small strokes (serifs) at the ends of the letter forms. Times Roman, Century and Baskerville are examples of serif fonts. (See also SANS SERIF FONTS.)

SPECIAL CHARACTERS — Any symbol except A-Z, a-z, 0-9 and standard American punctuation marks. (See also EXTENDED CHARACTER SET.)

SPECIAL HEAD — This term is found in conjunction with a drop head and refers to a heading that is different or special from any heading that would normally appear in your book. It alerts the printer to the fact that this heading usually does not appear in your publication. You would note a special head when you want a heading such as SYMPOSIUM or your masthead to appear above an article title.

SPECIAL REPRINT COVER — Cover for author reprint which has only the article title and author's name instead of the entire contents on the cover of your publication.

TAB — Press the <tab> key. A tab shows up as [Tab] in Reveal Codes mode.

TYPESETTING — The act of formatting and placing words on a page. Modern computers now actually “set” the type for us so the term now refers to the manual touch-up work performed to add the final polish to finished pages.

WHITE SPACE — Blank or “white” areas of a page.

WIDOW — Condition when the first line of a paragraph falls at the bottom of a page. Considered to be unaesthetic by some typographers.

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