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Zea Books Manuscript Preparation Guidelines – Festschriften & Edited Books

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Text

- Manuscripts should be submitted as .doc, .docx, or .rtf files, normally in Microsoft Word.
- If possible, a .pdf version should accompany the file, especially if non-Latin fonts are used.
- Notes should be numbered and placed at the end of the file or in a separate file. They will appear on-page in the finished book, but separating them at this stage makes for easier handling.
- Approximate locations for art should be indicated in the text, e.g.: <figure 1 near here>
- Figure captions should be placed at the end or in a separate file.
- Please be consistent in your use of headings. The general (descending) order is 1) **Bold**, 2) ***Bold italic***, 3) *Italic*.
- Please avoid ALL CAPS.
- Use the notes and bibliographic formats that are customary in your field.
- Not a requirement, but we would prefer you avoid MS Word's automatic bulleted and numbered list functions, if you can.

Artwork

- Preferred file types are .jpg, .tif, & .png, or .pdf; .gif files are suspect for quality, but if that's what you have, we'll take it.
- Final image size will probably be less than 8 x 10 inches or 20 x 25 cm at 300 dpi, or 2400 x 3000 pixels. Image files larger than 25 MB are unnecessary, but again, we will take what you have.
- If you are scanning, scan color images at 300 dpi, grayscale at 400 dpi, and line-art/bitmap at 600 dpi.
- Name the files consistently, to reflect the figure number, e.g., "Jones fig 4" or "Smith fig 2B"
- Provide image files separately, do not insert them in the manuscript (if you can help it); that makes extra work on both sides.

Overall

- The most important thing is to meet your deadlines and to turn over a complete submission.
- The next most important thing is to heed the advice of your editor, who is doing a lot of extra work.
- You will receive proofs in the form of a .pdf file of the pages of your contribution. Please indicate any necessary corrections using the commenting features in Adobe Acrobat or Reader.
- For final publication, the entire book will be published free open access online as a whole and as individual "chapters" too.
- Print publication will be reasonably priced and distributed by Lulu.com, Amazon.com, and other online sellers. We will set up a discount site where authors and others can buy copies at roughly half price.

Thank you for your contribution. We look forward to publishing your work.

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