

**Sheffield Phoenix Press**

**CHECKLIST FOR AUTHORS/EDITORS AND TYPESETTERS/COPY-EDITORS**

*The purpose of this Checklist is to outline to authors/editors and to typesetters and copy-editors what is expected of them, and what they may expect each other to contribute to the production of the book.*

<b>Author / Editor</b>		<b>Typesetter / Copy-editor</b>
<b>CONTENTS</b>		
		Provide short title page (with series and editors' names)
Provide title page (with exact title, subtitle, and correct form of author's name)		
Contents page checked for consistency with chapter titles (including capitalization), and (if hard copy is submitted) with page numbers for the ms as submitted		
Dedication (if any)		
List(s) of Tables, Figures, Maps (if any)		
List of Abbreviations		
Text of the book, with footnotes at the bottom of the page, the footnotes being numbered from 1 in each chapter. Each chapter a separate computer file.		
List of short titles for each chapter (to appear in the header on each right-hand page)		
Bibliography, formatted in traditional or author-date style. Should contain all items mentioned in book, and only those.		
(For collective volumes) List of Contributors, with their institutional affiliation		
<b>FORMATTING</b>		
Run spell-check (include author names, but not necessarily foreign words)		
Check that SPP spelling is used (UK or US spellings consistently)		
Insert 'p.' and 'pp.' (or 'col.', 'cols.') before page or column references (if necessary)		Will do this if author has not
Change hyphen to en-dash between all numerals except verse and line numbers, page numbers		Will do this if author has not
Change space-hyphen-space or hyphen-hyphen (or similar) to em-dash		Will do this if author has not
Delete space between author initials (SPP style is J.P. Smith)		Will do this if author has not
Systematically check that abbreviations of biblical books follow SPP style (e.g. 1 Kgs)		Will do this if author has not
		Follow publisher's 'Notes for Copy-editor/Typesetter' specific for this book

		<p><i>If book is being copy-edited</i>, check English grammar, spelling, idiom, intelligibility. Check and correct, if necessary, forms of citation in footnotes. Check and correct capitalization in titles of books and articles. Check and correct abbreviations. Query doubtful matters directly with the author.</p> <p><i>If book is being typeset only</i>, all the above matters are the author's responsibility.</p>
		Centre chapter heading after 5 blank lines
		Centre subheadings, with 1.5 blank lines above and 0.5 blank lines below
		Create and systematize subheadings if necessary, according to SPP styles
		Remove line spaces between paragraphs (if necessary), begin each paragraph with Tab except the first paragraph under a heading.
		Format indented quotations, with a 0.5 blank line above and below, 0.5 margins right and left and a smaller point size.
		Convert straight quotation marks to 'smart quotes'. Replace double quotes with single (using double quotes for quotes within quotes) (for UK and US styles alike).
		Use SPP style for closing quotes: inside the closing punctuation unless the sentence has begun inside the quotation (for UK and US styles alike).
		Remove commas after i.e., e.g. if necessary
		Replace two spaces by one. Change three full-stops (periods) to the ellipsis character. Convert caps to small caps when necessary (e.g. BCE).
		Create Tables; identify and convert unusual characters and diacritics
		<b>PAGE MAKEUP</b>
		Format text in SPP page style
		Create even and odd headers with page numbers
		Do hyphenation
		Do ligatures (fi > fi, fl > fl)
		Delete separator between text and footnotes if necessary
		Page makeup, checking for widows and orphans
		<b>PROOFS</b>
		Read Proof 1 (asking another person also to read the proof), paying special attention to

foreign words; mark corrections			
			Correct Proof 1, deliver to publisher (or to author, as agreed)
If a Proof 2 is needed, approve publisher's corrections			
			Correct Proof 2, deliver to publisher
<b>INDEXES</b>			
Prepare indexes as agreed with SPP			
			Format indexes, and deliver proof to publisher
			When final proof is agreed by SPP, deliver pdf files with embedded fonts to printer

Please note the guidance for authors, copy-editors and typesetters on our website, at [www.sheffieldphoenix.com/authors.asp](http://www.sheffieldphoenix.com/authors.asp).

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