

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.

Author / Editor	Typesetter / Copy-editor
Send complete text of book electronically in Word, with figures (images) in Word or .pdf or .jpg format, to the Press (phoenix.bibs@sheffield.ac.uk)	
CONTENTS	
	Provide short title page (with series and editors' names), copy to be supplied by SPP.
Provide title page (with exact title, subtitle, and correct form of author's name)	
Contents page checked for consistency with chapter titles (including capitalization)	
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. The whole book can be a single file.	
List of short titles for each chapter (i.e. titles that will fit 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	
FORMATTING	
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 (not in author-date style)	
Change hyphen to en-dash between all numerals except verse and line numbers, page numbers (i.e. especially year numbers, volume 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)	
Systematically check that abbreviations of biblical books follow SPP style (e.g. 1 Kgs)	
	Follow publisher's 'Notes for Copy-editor/Typesetter' specific for this book
	<i>If book is being copy-edited</i> , check English grammar, spelling, idiom, intelligibility. Check and correct, if necessary, forms of citation in footnotes, ensuring consistency. Check and correct capitalization in titles of books and articles. Check and correct abbreviations. Query doubtful matters directly with the author. <i>If book is being typeset only</i> , all the above matters are the author's/editor's responsibility.
	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: A closing quotation mark comes before the closing punctuation of a sentence unless the quotation contains more than the sentence that is ending (for UK and US styles alike).
	If an indented quotation ends with a reference to its source, put the closing punctuation of the quote after the source reference.
	Remove commas after i.e., e.g. if necessary. Delete space between author initials (SPP style is J.P. Smith). Systematically check that abbreviations of biblical books follow SPP style (e.g. 1 Kgs) (includes italic for non-biblical books, e.g. <i>1 En.</i>). Replace colon between chapter and verse with full-stop (period) (SPP style).

	<p>Replace two spaces by one. Change three full-stops (periods) to the ellipsis character. Convert caps to small caps when necessary (e.g. BCE). Where necessary, change hyphen to en-dash between all numerals except verse and line numbers, page numbers (i.e. especially year numbers, volume numbers). Change space-hyphen-space or hyphen-hyphen (or similar) to em-dash. Change elevated letters in ordinal numbers to ordinary letters. Change underlining to italic. Conform numbers to SPP style when necessary, e.g. 231-250 to become 231-50.</p>
	<p>Create Tables. Identify and convert unusual characters and diacritics.</p>
PAGE MAKEUP	
	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. Check footnotes are appearing in correct place.
PROOFS	
Read Proof 1 (asking another person also to read the proof), paying special attention to foreign words; mark corrections and (if possible) scan proofs and return electronically to the Press; otherwise send by FedEx or DHL	
	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
INDEXES	
Prepare indexes as agreed with SPP	
	Format indexes, and deliver proof to publisher
Proofread indexes	
	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.

DJAC

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