

# How to Get Your Book Published by the U.P. Press

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THE UNIVERSITY OF THE PHILIPPINES PRESS

E. de los Santos St., U.P. Campus,  
Diliman, Quezon City 1101

Telephone: 925-2930; (Bookshop) 925-3244

Telefax: 928-2558

E-mail: [press@up.edu.ph](mailto:press@up.edu.ph) / [uppress@uppress.org](mailto:uppress@uppress.org)

Website: [www.uppress.org](http://www.uppress.org)

**A) What must an author do if he wants to be published by the U.P. Press?**

The author will submit the manuscript, either by mail or in person, in the following form:

- a) diskette or CD file, MS word;
- b) 12 pts. Arial or Times New Roman, double-spaced;
- c) 3 hard copies, printed on good quality paper, letter quality mode (*note: do not use economy mode*);
- d) hard copies must be exact printouts of diskette file;
- e) hard copies must be printed on one side of the paper only;
- f) diskette file and hard copies must be final version of book;
- g) diskette file and hard copies must be paginated (first page of main text will be page 1, and the book will be numbered through to the end, not chapter by chapter; both copies must be paginated identically).

*Note: Under no circumstances will the U.P. Press accept any manuscript which is incomplete.*

**B) What will happen to the manuscript after it is submitted?**

- 1) The Director and the Deputy Director will do a preliminary assessment of the submitted manuscript, and then give it to an Editorial Board Member.
- 2) Readers are selected from a pool of experts recommended by the U.P. Press Editorial Board. The Editorial Board is composed of distinguished scholars in the

different disciplines, most of them U.P. University Professors. The Vice President for Academic Affairs is *ex-officio* Chair of the Editorial Board. Readers are given one month to decide on a manuscript. If they submit a favorable evaluation of the manuscript, the Director will approve its publication.

- 3) An editor will be assigned to the manuscript. The editor will address his/her queries directly to the author. Should the author wish to make last-minute revisions, this is the time to do it. After editing, the book will be laid out by an in-house book designer.
- 4) The first set of page proofs will be sent to the author for proofreading. No major revisions may be inserted at this point, unless they involve errors of fact, data, etc. After the author returns the page proofs, an in-house proof reader will go over the proofs again.

**C) How long will this process take?**

This will depend on many factors—the length and complexity of the book, whether it contains tables, charts, photographs, other art work, how clean the original manuscript was, how much editing is required, the number of other books in line for publication, etc.

A book of straight text which requires minimal editing should be out within six months of its being approved for publication by the Editorial Board.

More complex books, particularly if they require heavy editing may take more than one year.

**D) Does the author have a say on the way the book looks?**

The author will have a chance to select the cover from among studies submitted by a cover designer assigned by the U.P. Press, but the final decision rests with the publisher. Decisions regarding size of the book, type of paper, etc., are also the publisher's as they involve costs which are shouldered by the publisher.

**E) Does the author have a say on the price of the book?**

The price of the book is determined by the publisher, taking into consideration cost of production, potential market, and other such factors.

**F) Will the author have to shoulder any expenses?**

The U.P. Press, as publisher, will shoulder all expenses for editing, printing, distribution and promotion of books. The U.P. Press will also take care of registration of copyright.

**G) Will the author be paid a fee?**

The author will be entitled to 15% royalty on the net price of every book. Royalties are paid every year.

**H) Who owns the copyright to the book?**

The author owns the copyright to his/her book. All requests for permission of use of any part of the book will be referred to the author.

**I) Is there a contract between the author and the publisher?**

A publishing agreement is signed by the author and the President of the University.

**J) Is the author expected to participate in the promotion of his/her book?**

The U.P. Press has put in place a new, aggressive marketing plan. As part of this plan, the author may be invited to participate in activities that will help promote the book, such as lecture tours, book conferences, television appearances, etc.

**K) How are U.P. Press books distributed?**

The U.P. Press maintains a bookstore on the ground floor of the building for wholesale purchases and has opened a University Book Store on campus. Books are also distributed to all major local bookstores, including National Bookstore, Power Books, Bookmark, Goodwill, La Solidaridad, and Fully Booked; and through selected distributors like Rare Books.

**L) Are U.P. Press books distributed abroad?**

At present, they are distributed abroad through the University of Hawaii. It will soon be possible for customers to order books through the U.P. Press website.

## HOW SHOULD TEXT AND FILES BE ORGANIZED?

It is essential that you supply a full list of filenames used, indicating what each file contains. For example:

Contents of Files	Filenames	Disk Number
Chapter 1: Introduction	CHAPT1.DOC	1
Chapter 2: Background	CHAPT2.DOC	1

- Don't put all the text into one large file—this is difficult to process and a file error may result, restricting access to the entire text. File sizes should not be more than 100K (kilobytes) each—equivalent to no more than 100 pages of typescript. Each chapter should be saved as a separate file.
- It is not necessary to save each file in separate floppy disks. An average-length book usually requires 1-2 disks.

### 1) PRELIMS

The prelims (preliminary material placed before the main text) should include any or all of the following: title page, dedication, contents list, lists of plates, figures, maps and tables, list of contributors, foreword, preface, acknowledgements, list of abbreviations.

- 1.a. The title page should carry the exact final wording of the title (and sub-title, if any) and your name, as author or editor.
- 1.b. The contents page must agree in wording and capitalization with the chapter headings in the text.
- 1.c. Plates, figures, maps and tables can be listed in the prelim pages if you think the reader is likely to consult the illustrations independently of the text.
- 1.d. A preface is a personal piece written by the author explaining how the book came to be written; while an introduction is a longer, detailed analysis of the subjects to be covered in the book.
- 1.e. A foreword is written by someone other than the author or editor.
- 1.f. Acknowledgements may include thanks to professional bodies, colleagues, and personal friends. Where photographs are to be used in the book, credit the sources in the acknowledgements page. Where permission has been granted for the use of copyright material from other works, include them here as well.
- 1.g. The list of abbreviations is usually placed at the end of the prelims so the reader can refer back to it easily.

### 2) MAIN TEXT

- 2.a. Chapters  
Chapters should always start on a new page. Each chapter should be saved as a separate file on disk.
- 2.b. Layout  
The text layout should be kept as simple as possible. It is important to be consistent throughout the text, using the same spacing between words, headings, paragraphs, etc. If you wish to insert additional spaces between paragraphs to indicate a section break, indicate this clearly on the typescript.

Do not center headings; use line spaces above and below headings, and the minimum of stylistic features to indicate different levels of headings (i.e. bold, italic, upper and lower case letters).

### 2.c. Subheadings

Use subheadings sparingly. If you must, indicate clearly their degree of importance. See example below:

Sample Layout

I.	A.	
	B.	
		1.
		2.
	C.	
II.	A.	
	B.	
		1.
		2.

### 2.d. Indented Extracts

Quoted material of over forty words in length should be blocked, i.e. indented from the left margin. This should be done by using the indent function of your wordprocessing program. Do not use word spaces or tabs to indent text. There should be a line space above and below (i.e. two hard returns) the extract. See example below:

- 2.e. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text.  
  
Quoted material of over forty words in length should be set out from the main text by being indented a consistent number of spaces from the left margin or by using the indent function of your word processor, with a line space above and below. (Source)  
  
Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text. Ordinary text.

The exact spelling and punctuation of the original must be faithfully copied, whatever the style of the rest of your book. Block quotations should not have quotation marks unless they report conversation. The first line should not be indented unless it's the first sentence of a paragraph in the original text. The last line should not end with an ellipsis unless it is an incomplete sentence. They should be typed or printed out double-spaced like the rest of the typescript. Your own interpolations into quoted matter should be enclosed in brackets, not in parentheses.

### 3) END MATTER

This can include appendices, notes, glossary, bibliography and index (in this order).

- 3.a. Appendices usually comprise material which are too detailed to be included in the main text without unbalancing the book, but which are of use to some readers.
- 3.b. Notes are placed at the end of the book, before the bibliography. In a collection where chapters are written by different authors the notes are usually put at the ends of the chapters.
- 3.c. The glossary contains a list of technical terms that are used throughout the book but may not be familiar to the reader.

- 3.d. The bibliography is usually a list of all works cited in the text, but can be merely suggested further reading. All publication details should be included: author's/editor's name and initials; date of publication; book or article title; journal title; volume number; place of publication; publisher; and page numbers for journal articles or chapters.
- 3.e. Index – this is not to be prepared until camera-ready stage.

#### 4) DOCUMENTATION

- 4.a. Be consistent with the use of the U.P. Press' preferred style of referencing which follows the Chicago Manual of Style.
- 4.b. Each entry must contain full publication details: do not use op.cit. or short titles in referring to other entries in the bibliography.

#### 5) APPLICATIONS USED TO GENERATE LINE ARTWORK

Our preferred software is Adobe Photoshop, Adobe Illustrator, Quark, Microsoft Excel. If you would rather use another package, please check with your editor first.

#### 6) MAPS

- 6.a. Whether you are supplying roughs or finished artwork, you, as the author, should make sure that the information contained within a map is accurate. If we are preparing maps from your roughs we are likely to be using a graphic artist, rather than a dedicated cartographer. The artists we employ are skilled in the use of the graphics software, but they will rely on you for the accuracy of the positioning of locations and boundaries within the map. As with other artwork, ensure that the lettering on the map is consistent with the text in terms of spelling and capitalization.
- 6.b. A number of map software packages are starting to appear on the market. These provide geographic templates and can be used to provide outlines and positions of modern boundaries and cities. However, their scope is limited. They cannot, for example, provide historical maps. In areas with changing boundaries, we rely on you to provide accurate information.

#### 7) NUMBERING ILLUSTRATIONS

- 7.a. Please number the illustrations consecutively as they appear in the text. If there are more than ten in total, number them by chapter: 1.1, 1.2, etc.
- 7.b. Indicate where illustrations are to appear, and refer to them by number in the text, i.e. 'in Figure 4.1,' rather than, 'in the figure below.'

#### 8) CAPTIONS AND ILLUSTRATION LISTS

Please supply a separate list of captions for all illustrations, and a list of illustrations for the preliminary pages.

#### 9) PERMISSION

You must obtain permission for all illustrations under copyright. This includes most photographs; figures and maps require permission only if taken from other works.

#### 10) TABLES

- 10.a. Don't refer to a table as "the table following" in the text as it may not be possible to place it in the same position as it is in the typescript. Refer instead to the table number: "in table 3." Where there are a number of tables throughout the book it is better to number them by chapter: 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, and so on.

- 10.b. Position table numbers and headings above the table; place sources and notes immediately below it. If a table is taken from another publication, especially a government report, you must secure permission to reproduce it from the copyright-holder.

- 10.c. There is a limit to the number of columns that can be accommodated across a page. Make sure that your table will fit, perhaps by reversing the axes so that the headings at the side become the ones at the top. Wide tables can be set sideways (landscape) on the page, but avoid this if possible.

- 10.d. Check that totals add up correctly, and that figures align. All decimal points should be preceded by a digit (a zero if necessary).

#### 11) CONTRIBUTED BOOKS

- 11.a. If you are editing a contributed book, you are expected to take responsibility for briefing and liaising with your contributors throughout the writing and production of the book. If you are co-editing a volume, you and your co-editor(s) must establish at the outset who is the key contact and inform UP Press, and all contributors.

- 11.b. It is important that contributors use the same style of spelling and punctuation and the same reference system. You need to instruct your contributors accordingly.

- 11.c. As stated previously, the preference of the U.P. Press is Chicago Manual of Style.

- 11.d. Before they begin writing, please send all contributors a style sheet with the following instructions:

Use only the Chicago Manual of Style or only American spelling and punctuation.  
Use only the Chicago Manual of Style documentation system.

#### 12. DELIVERY

Before delivering the final typescript to UP Press please check:

- 12.a. that all contributions are the final versions—once the typescript is accepted by UP Press, further updating and amendment won't be possible;
- 12.b. that all contributions are complete, i.e. there are no missing notes or references and, if the book is to contain illustrations, that all the artwork is supplied;
- 12.c. that any editorial cuts and amendments have been cleared with the contributors;
- 12.d. that all permissions have been obtained by the contributors;
- 12.e. if disks are supplied, that the typescript is an exact printout of what is on the disk—if in doubt, check back with the contributor;
- 12.f. that a list of "Notes on Contributors" has been supplied (this will appear in the end matter of the book and should include current affiliations).

#### 13. COPY EDITING QUERIES AND PROOFS

- 13.a. Once the copy editor has finished work on the typescript, he or she will send all queries to you. If you need to consult the contributors, we will expect you to liaise with them separately. Do not ask contributors to contact us directly; everything will be channeled through you.

- 13.b. Similarly, we will send proofs to you and will expect you to send them on to contributors. Please ask contributors to return proofs to you so that you can check their corrections before returning the full collated set to us. Do not ask contributors to return proofs to us directly. If contributors fail to return their proofs to you within the specified time, we expect you to read proofs on their behalf and inform them of this.

## AUTHOR'S DELIVERY CHECKLIST

(The checklist is reproduced here for your information.)

### Manuscript

- The manuscript is complete and no material is missing.
- The manuscript is double-spaced throughout.
- Any additions to the printed typescript have been clearly marked on all copies of the manuscript.
- The pages of the manuscript have been numbered consecutively throughout.
- Three copies of the manuscript are enclosed—two copies for the reviewers, one for the UP Press file.
- I have kept a copy of the manuscript for reference.
- The A/B/C subheadings are typed in consistent styles.
- All the cited references are listed in the bibliography.
- All the quotations are correctly attributed.
- The wordcount for the complete manuscript is.....
- The manuscript includes the following items (please tick as appropriate):

Title page	dedication	contents pages	list of plates
List of figures	maps	tables	foreword
Appendices	acknowledgements	notes	introduction
Bibliography	glossary		

### Disk

- The disks contain the final version of the files.
- The manuscript is an exact printout of what is on the disks.
- I have kept a back-up copy of the disks as well as a duplicate printout.
- The disks are clearly labeled with my name, book title, "Final version", and the date sent to the UP Press.
- The disk information sheet has been completed.

### Artwork

- All the plates/figures/maps have been supplied.
- I have supplied artwork for figures and maps.
- My artwork is supplied on a separate disk.
- All permissions have been obtained.
- I have clearly indicated where the artwork should go in the text.
- I have supplied a complete list of sources and captions.
- I have clearly indicated where the artwork should go in the text.
- I have supplied two copies of all artwork.
- The artwork consists of:
  - Total number of tables.....
  - Total number of figures.....
  - Total number of maps.....
  - Total number of plates.....

### Contributed Books

- All the contributions are the final versions.
- All the contributions are complete (notes, references, illustrations).
- All permissions have been obtained from the contributors.
- Punctuation and spellings are consistent.
- A list of "Notes on Contributors" has been supplied.

### Permissions

- I have obtained permissions to quote from material under copyright.
- All correspondence with copyright-holders has been enclosed.
- I have made all required forms of acknowledgement in the text.
- The following permissions are still outstanding. Or
- No permissions were necessary.

### Indexing Requirements

- I would like the UP Press to commission a professional indexer (in which case the costs will be charged directly to me).
- I will complete the index myself/arrange for an indexer to compile the index.

### Additional Information

Please add any further information about your manuscript/disks/artwork which you think might be helpful to your editor.