



## Guidelines for Manuscript Production\*

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\*These guidelines are based closely on those used by Kew Publishing with their permission.

## Introduction

This guide is designed to help manuscript preparation. If there are questions or clarifications, please contact the Honorary Secretary. Please note that because the Ray Society when originally founded was a subscription Society and its works were produced in parts until being completed as a particular volume. Consequently, books published by the Society are still referred to as Volumes.

## Title

The title should be concise and informative. The main title should be straightforward and should describe clearly the content of your book. More erudite and descriptive phrases should be confined to a subtitle, if necessary.

## Specification

The Society's Book Proposal Form should have been submitted previously to the Society to allow the Council to decide if the work is suitable for submission as a Ray Society volume. When submitting a work for consideration it must be complete, the number of words, structure (chapters, sections, bibliography, index, appendices etc.) and the number and type of illustrations (line drawings, halftones, and photographs) established and follow these guidelines.

## Editorial Style

### The three 'e's

The Society does not have a rigid editorial house style. The works, however, need to conform to basic, standard conventions. The most important are:

- common usage
- consistency
- clarity

The author is responsible for clarity of meaning and consistency throughout the work. Any queries about editorial style, please consult the Honorary Secretary.

## General Editorial Style Points

### Abbreviations and contractions

- Contractions (abbreviations of single words which include the first and last letter of the singular form) do not require a full point at the end, e.g., Dr not Dr. Ms not Ms. Abbreviations do require a full point at the end. The common exception to this rule is no. (as in no. 1). The contraction is taken from the Latin, *numero*). It needs a full point to distinguish it from the word English word no.
- The following are abbreviations, not contractions; as such they require full stops:
  - e.g. (abbreviation of *exempli gratia*, meaning 'for example')
  - etc. (abbreviation of *et cetera*, meaning 'and other things')
  - i.e. (abbreviation of *id est*, meaning 'that is')

- Contractions and abbreviations are set in roman, not italics. There are, however, two Latin terms that are abbreviated to et al. To distinguish them, one is set in italics.
  - *et al.* (abbreviation of *et alibi*, meaning 'and elsewhere')
  - et al. (abbreviation of *et alii*, meaning 'and others')
- The *Oxford Dictionary for Writers and Editors* includes many abbreviations and contractions in its entries and should be followed.

## Acronyms

- Acronyms do not have full stops between the letters e.g., USA not U.S.A. UK not U.K. NATO not N.A.T.O.
- Most acronyms use capital letters but always check in the *Oxford Dictionary for Writers and Editors* as some do not. For instance, the acronym for the Department for Environment, Food and Rural Affairs is Defra, not DEFRA
- When referring to Government Departments always check their website for the correct expression of the department name, as names change surprisingly frequently. If there is a possibility the reader may not know what the acronym stands for spell it out in full on its first instance, followed by the acronym in parentheses.

## Apostrophes

These are used to:

- Show that one or more letters have been missed out e.g., she's (she is), they're (they are) it's (it is). Note that it's only has an apostrophe when it stands for 'it is', when it means 'of it' there is no apostrophe.
- Show possession. The rule to remember is: 'If the name or noun is in the singular, we add an apostrophe followed by the letter's'. If the name or noun is a plural ending in 's' then we simply add an apostrophe.'
- So, something that belongs to Sir Joseph Banks would be Sir Joseph Banks's, and a book written by Sir William Chambers would be Sir William Chambers's work (as both Banks and Chambers are singular). Something belonging to Kew Gardens would be Kew Gardens' (as gardens is a plural).

## Capitals

In general, should be minimal

- North, South, East, and West are only capitalised when they denote a particular geographic or political region, e.g., Northern Ireland, South Africa.
- Days of the week and months should be capitalised.
- Seasons are not capitalised.

## Captions

- Be consistent in your use of capital letters and full stops. Your choice will depend on

whether your captions are restricted to words and phrases or if they consist of whole or multiple sentences.

### Dates

- Should be written date number followed by month name followed by year in full e.g., 18 August 2008.
- Decades should either be spelt out e.g., the seventies, or expressed as the 1970s - *without* an apostrophe between the zero and the 's'.

### En-rules

- Do not use a hyphen in place of an en-rule. An en-rule can be used either as a parenthetical dash or to stand for 'and' or 'to'.
- En-rules mean 'and' in phrases such as 'the Labour–Liberal alliance' and 'an Urdu–Hindi issue'.
- En-rules mean 'to' in phrases such as 'the 1914–1918 war', 'pp. 20–60' and 'the London–Paris train'.
- Spaced en-rules can be used - in pairs - for parenthesis.

### Headings

- Favour sentence-case (i.e., only capitalise the first word of the heading and any other proper nouns).
- Headings, sub-headings and table headings should not have full stops.

### Hyphenation

- In general hyphenation is being used less frequently in compound terms (e.g., midrib, subglobose, understorey). Use hyphens only if the word would be hard to read without one, or if its meaning would be ambiguous.
- If in doubt to hyphenate a word, combine it or make it two words follow the *Oxford Dictionary for Writers and Editors*.

### Italics

- Italics should only be used for Latin plant and animal names, titles of works (e.g., books, paintings, names of ships etc.) and foreign phrases not yet assimilated into English. Check the *Oxford Dictionary for Writers and Editors* if needed.
- Avoid using italics for emphasis, but if needed use sparingly.

### Lists

- List entries should:
  - refer to things of the same kind
  - be grammatically consistent
  - be structurally parallel

- Short lists can form part of the normal text but lists of more than five or six items are clearer if they are displayed (set apart from surrounding text).
- Do not use a numbered list if the items do not follow a hierarchy, use bullet points instead. Bullet-point lists are useful for arranging items without imposing an artificial hierarchy upon them.
- Punctuation and capitalisation of items in displayed lists depends on the length and content of the items. In general, short items that are not complete sentences are better lower case and with no final punctuation. Full sentences should be written as such, with a capital letter at the start and a full stop at the end.

## Numbers

- In continuous text, numbers from one to ten are normally spelt out; numbers over ten are expressed numerically, unless used in very general terms (for example, about a hundred species). If space is extremely tight (for example, on a small sign) figures may be used for numbers one to ten. Figures are also used for one to ten in taxonomic plant descriptions (for example, leaflets: 1–3).
- Use a comma for numbers with four or more digits (e.g., 1,000 not 1000, 10,000 not 10000).
- Try to avoid starting sentences with numerical figures.
- Number ranges should include the fewest possible digits, for example 32–3, 132–48, 200–5. But do not elide numbers 10 to 19, as these represent single rather than compound numbers: 10–12, 15–19, 114–18, 214–16.
- Where mixtures of numbers below and above ten are used all the numbers should appear as figures.

## Quotations

- Use single quotation marks for quotes (with double marks for quotes within quotes).
- Final punctuation should be within quotation marks if a complete sentence is quoted but outside.
- quotation marks if the quotation forms only part of the sentence.

## Scientific names

- Genera, subgenera, species and subspecies names, but not higher genera, must be in italics. Generic and subgeneric names are written with a capital letter. In the text of a paragraph the genus is written in full when first mentioned and then subsequently abbreviated to the capitalised initial letter.
- Systematic descriptions and taxonomy should be presented in a format normally used in scientific publication and should be consistent.
- Descriptions of new species and taxonomic revisions must comply with the relevant international codes of Zoological Nomenclature.

- Plant family classification should follow latest Angiosperm Phylogeny Group version.
- A table of all APG III families, numbered in linear order to show their 'relatedness' can be found on Kewnet (intranet) at <http://home/content-and-learning/editorial-guidelines.html>.
- Common names: these are set in roman (i.e., not italicised). They do not have an initial capital unless the name includes a proper noun, in which case the noun is capitalised e.g., bluebell, ghost tree, coconut palm, Indian bean, Turner's oak, American aloe. They should not be set in all capitals.
- Authors of plant names: follow Brummitt, R. K. & Powell, E. (1992) *Authors of Plant Names* (or [www.ipni.org](http://www.ipni.org)) for the name and standard abbreviation of plant name authors. Apply normal spacing.
- Authors of animal names: with the exception of Linnaeus (abbreviated to 'L.'), the authority and date for specific names should be cited in full together with the date when first mentioned.

### Spelling

- Use British rather than American spelling and punctuation.
- Where alternative endings exist, use -ise/yse over -ize/zye.

### Time

- Should be written using the 12-hour clock followed by am or pm (without points) e.g., 'The shop will be open from 9.30am to 5pm.'

### Units of measurement

- Always use metric measurements.
- With the exception of the % symbol, separate all units from their preceding values by a space, e.g., 25 cm, or 50 km.
- Abbreviated units do not have an 's' on the end, and they do not have full points.
- In text use either per cent spelt out or as a symbol consistently - do not mix them up. Per cent is two words in British English.
- Use figures with abbreviated units of measurement and words with full units of measurements, e.g., 5 km or five kilometres, not five km.

### Footnotes

- Although not prohibited, footnotes should be kept to a minimum.

### In Text Citations

#### Author-date System (Harvard)

The author-date or Harvard system (Smith, 2006) is the preferred method of referencing since it is relatively easier to add/amend references at proof stage than is the case with the superior-number or

Vancouver system (Smith1). Changes to references using the latter system requires renumbering and consequently costly re-setting of reference lists because of changes to numerical sequences and can increase the chance of errors.

Cite the author's surname, date of publication, and if necessary, a page number and use the following format: Smith (2006: 20). If the author's name forms part of the sentence, it is not repeated in the reference, e.g., 'Clarke (1980) states that *S. reducta* has about 10 stamens.'

Only include the author's initials in two kinds of text reference: where there are articles or books by two authors with the same surname, and where the reference is to personal communication.

Personal communications and unpublished data should be cited in full in the text and not included in the reference list (R. A. Jones, pers. comm., 2004).

If the author published two or more works in one year, these are labelled 1990a etc. (with the letter closed up to the preceding date), or 1990a, b if more than one work is cited in a single text reference.

When listing several citations together arrange them in either chronological or alphabetical order, not a mixture, and use a semi colon to separate different authors i.e., **either:** Hoffmann 2000, 2003; Cribb 2004 **or:** Cribb 2004; Hoffmann 2000, 2003.

Citations to works with two authors should give both names (Smith & Jones, 2005). Use '&' not 'and' between the names of joint authors in brackets and the reference list. Citations to works with three authors or more should list the first author's name followed by '*et al.*' If possible, all authors' names should be given in the reference list/bibliography.

For sources of illustrations, figures and tables, the author's name and date (and permissions credit) should be cited in the caption; give full details in the reference list.

Websites should be cited in roman as follows; <http://www.kew.org/science>. Authors should ensure that website URLs cited are correct and sites active.

### Superior Number System (Vancouver)

If you wish to use this system, please consult the Society and obtain agreement before you begin preparing your manuscript.

Numbers referring to numbered reference lists should be inserted into the text as superscript numbers.

When using the Vancouver system, the date of publication should be placed after the journal title or book publisher's name.

## **Reference List and Bibliography**

A reference list must contain only those works cited in the text. All references in the reference list must be cited in the text.

Typically for single authored books there is one reference list, placed at the end of the book. Lists of references may appear at the end of each chapter in the case of multiauthored volumes. If each chapter has its own reference list, references should be numbered in fresh sequence within each chapter, in the order in which they are cited. If the reference appears in more than one chapter, it should be included in each chapter in which it is cited.

A bibliography (usually placed at the end of the book) should list any additional literature that is not directly cited in the text.

When using the Harvard system works should be listed in strict alphabetical order, by author.

**Journal references** should be listed as follows:

Authors' names and initials, (year of publication in brackets), article title, full journal title in italics (following 'World List of Scientific Periodicals' London, latest edition), issue and volume number, article, first and last page numbers.

Example: Lambert, T.C. & Farley, J. (1968). The effect of parasitism by the trematode *Cyptocotyle lingua* (Creplin) on zonation and winter migration of the common periwinkle *Littorina littorea* (L.). *Canadian Journal of Zoology*. 40: 1139–1147.

**Book references** should be listed as follows:

Authors' names and initials, (year of publication in brackets), *book title in italics*, publisher's name, place of publication

Example: McAllister, H. (2005). *The Genus Sorbus. Mountain Ash and other Rowans*. Royal Botanic Gardens, Kew.

**Chapters or articles in books** should be listed as follows:

Authors' names and initials, (year of publication in brackets), chapter/article title. In *book title in italics*,

Editors' name(s), publisher's name, place of publication

Example: Lewis, G.P. & Schrire, B.D. (2003). Leguminosae or Fabaceae? In: *Advances in Legume Systematics Part 10 Higher Level Systematics*, eds B. Klitgaard & A. Bruneau, pp. 1–3. Royal Botanic Gardens, Kew.

Please note:

It is the author's responsibility to ensure that every reference is complete and accurate. Journal and book titles should be *italicised* and all significant words should have initial capitals.

Article and chapter titles should have minimum capitalisation (first letter of first word and proper nouns only) and should be in roman (not italics).

## Tables

Indicate in the typescript the preferred position for each table, but it may not be possible for each one to appear in the ideal place.



Number tables by chapter, (Table 1.1, 1.2, 2.1) and in the text refer to tables by their number (Table 2.1) rather than with the words 'above' or 'below'. Use A1, A.2 for tables in appendixes.

Indicate if large tables (e.g., very wide and/or very long) are used as they may cause problems in typesetting.

## Chemical Formulae and Structures

If the work is to include chemical formulae and structures, please supply a copy of the final files in the format of the program used and a separate printout of the structures themselves.

Alternatively supply rough diagrams for redrawing. Bonds must be drawn in the exact position in which they are to appear, and the descriptive captions or labelling should be placed directly underneath.

Provide them separately, with two photocopies for the file and the typescript.

Use bold roman numerals prefixed with the chapter number for numbering these and include cross- references to them in the text as necessary.

## Special Sorts

Indicate special fonts or symbols used e.g., Russian, Hebrew or Greek characters, or symbols to facilitate typesetting.

## Layout and Pagination

The typescript should be **double-spaced** throughout, including preliminary material, reference lists bibliography and appendix material.

The page size should be A4 and margins should be set at a minimum of 25 mm at the head, foot and right of the page and 40 mm at the left. This space is needed for editing and annotating.

Please ensure that the typescript is paginated throughout, numbered in one sequence rather than by section or chapter.

Use a standard font such as Times New Roman or Arial in size 11 or 12 point. Use the same size font throughout the entire typescript including quotations, notes, references, and bibliography.

Do not use manual page or section breaks, the automatic footnote facility, text boxes or coloured text in your typescript. These can cause considerable extra work at the typesetting stage.

Do not use any desktop publishing facilities without consulting the Honorary Secretary, as these are a hindrance when typesetting.

For multiplication sign, do not use lower case letter x but download the sign ×.

Do not justify your text or make adjustments to word/letter spacing.

Use a single return at the end of a paragraph and tab to indent the first line.

### **Headings and subheadings**

Use of headings and sub-headings must be consistent.

Keep the number of levels of subheading to a minimum; preferably no more than three.

The first two levels of heading may be numbered decimally (2.1, 2.2, 2.1.1, 2.2.1), to aid cross-referencing.

Avoid long headings.

Number 'Parts' of the book I, II, III and refer to them in the text as Part I, Part II, Part III. Chapters should be numbered 1, 2, 3 and referred to in the text as Chapter 1, Chapter 2, Chapter 3. Sections within chapters can also be numbered if this is useful for cross-referencing purposes.

'Units' or 'sections' should be dealt with in the same way as chapters.

### **Cross-referencing**

Cross-references to other pages within the book can cause lots work at proof stage and increase errors. If possible, please refer to chapters and section headings rather than to page numbers.

To do this, the heading hierarchy must be established. If headings and subheadings are named, then simply refer to the relevant heading e.g., '(see under *Roscoea tonkinensis*)'. Alternatively, it is acceptable to number the sub-headings down to the second level. The first level heading would therefore normally be preceded by both the chapter number and the number of the section within that chapter. A typical cross-reference might be 'see Section 2.1', which would mean 'see the first section of Chapter 2'. This can be taken further, if necessary, but it is not advisable to go beyond a second level. A typical cross-reference in this instance might be 'see Section 2.1.1'.

### **Illustrations, and Artwork**

#### Line drawings

These include botanical and zoological line drawings, cladograms, simple maps, diagrams, sketches, graphs, charts drawn with lines, dots, and hatching. They have no gradation of tone and can be placed where they are needed in the text.

Supply the material for line drawings with your typescript. Provide good quality, unmarked hard copy originals of your finished artwork.

If using a desktop publishing system (such as Adobe Illustrator) to create line drawings, please keep the illustration files separate from the text. Supply the electronic files and hard copy prints of each illustration, marked with its file name.

#### Halftones

These are illustrations that have shades of tone rather than just line strokes. They include photographs, airbrushed artworks, painted artworks, and transparencies.

Reproduction quality of photographs depends very much on the tonal values and the physical condition of the originals. Please supply the best quality in terms of tonal contrast and detail.

Images can be submitted in both transparency and digital form. Digital files should be supplied in TIFF format. Avoid supplying JPEG files as these are compressed and result in a lower-quality image.

All scanned material must be at a sufficient resolution for use by printers, i.e., at least 300 dpi.

Colour illustrations are normally on the same paper as the text and usually can be inserted where wanted on the page, but, for technical or economic reasons, may have to be printed on different paper, in which case they will be batched as a plate section.

### Notes on illustrated books

Send original image files rather than embedding them into Word or Excel documents.

Provide printed contact sheets for all images supplied. A contact sheet shows a thumbnail of each image and its file name. Label each thumbnail with its figure number.

The manuscript's text must be clearly marked with the desired position for each illustration.

Make sure that each illustration is clearly identified by labelling it with the book title and figure number.

Provide a full list of illustrations with their numbers, and their captions including copyright holder details. Indicate exactly where in the text the illustration should appear. Please also indicate your preference for the final size of each illustration. This can be compiled as an Excel spreadsheet.

If any illustration is to be cropped by the printers, mark this clearly on a printout or photocopy of the figure.

Please provide all paperwork relating to permissions for illustrations reproduced from other publications or where the author is not the copyright holder.

## **Dealing with Copyright and Permissions**

Material taken from other sources, published or unpublished, in the work, must have the appropriate permissions from the copyright holder(s).

When seeking permissions, the author should request: non-exclusive rights to reproduce the material in the specified work; rights for use in any electronic form or medium of the specified work.

There is a legal requirement for written permission to be given before any copyright material may be reproduced in *or even adapted* for another work. These permissions must be submitted with your manuscript as the Society is required to retain these on file.

Note that if an image is taken or text is written in an employer's time, using employer's equipment, then the copyright belongs with employer, not with the individual who took the picture or wrote the words.

Note it is a condition for publication by the Ray Society that the author (or authors) ascribes copyright, other than for material that they do not have rights to, but have obtained permission for use in their work, to the Ray Society.

## **Prelims (preliminary pages)**

These are the pages found at the beginning of the book. Prelim pages prior to (and including) the Contents page do not have their page number printed, prelin pages after the Contents page are numbered in roman numerals. This enables them to be amended at a late stage without disturbing the pagination of the main text. (Books published by the Society are referred to as 'Volumes'.)

**Half-title:** always a right-hand page, carries the title, 'The Ray Society Instituted 1844', John Ray's bust, This Volume is\*\*\* of the series'. 'London. 20\*\*.'

**Half-title verso:** this left-hand page is commonly referred to as the *history page*. It is compiled by fulfil standard legal and bibliographic requirements and includes details of the copyright holders, legal disclaimers, publisher's contact details, design, typesetting and printing details.

**Title page:** always a right-hand page and carries the full title and any subtitle and the names(s) of the author(s)/editor(s).

**Title page verso:** normally blank.

**Dedication:** a right-hand page used either for a dedication or epigraph if appropriate (in which case the following left-hand page will be blank).

**Contents pages** always begin on a right-hand page and include:

- A list of any subsequent preliminary matter (Foreword, Preface, etc. as listed below); the part titles (if any) and chapter titles of the text, sometimes with first level sub-headings for each chapter; and endmatter titles (see below) including the index.
- Submit a contents listing as described above with the typescript and ensure that the chapter titles match those in the text. It is helpful typescript range numbers are given on the Contents page.
- The preliminary pages may also contain one or more of the following, depending on the structure of the book:

**Lists of Maps, Tables, Figures or Plates Foreword:** contributed by an outside authority.

**Preface:** written by the author/editor, can include personal thanks, ends with name or initials. **Acknowledgements:** formal acknowledgements should be listed separately, especially if there are many relating to permissions to reproduce copyright materials.

**Lists of Abbreviations or Acronyms:** lists of technical and scientific symbols and abbreviations and their meanings can help to the copy editor, the typesetter and the

reader. If wished to include such lists these are best placed at the end of the preliminary pages.

**List of the Contributors:** for contributed works it is standard to include an alphabetical listing of the names, academic affiliations, and contact details for all contributing authors.

**Introduction:** this may form part of the prelims or be included in the text. There is no definitive rule on this, but broadly speaking if it is quite short and by its nature stands outside the text, it should be in the preliminary pages; if it is long, it may be better treated as an introductory chapter to the text.

## **Endmatter**

This is the term applied to pages found at the end of the book and may include, in roughly this order, one or more appendices, endnotes, references, a bibliography, glossary, and one or more indexes.

## **Glossaries**

A glossary is an alphabetical listing of terms used in the book, together with their definitions. This is usually placed in the endmatter, as an appendix. A glossary can be an extremely useful a wider readership and enhances the accessibility of more technical publications.

## **Indexes**

Ray Society publications contain an index or indices (taxonomic and/or general). Production by the author is expected.

## **Submitting the manuscript**

Authors are expected to submit manuscripts to be typeset in the standard manner. (If in camera ready or any other form suitable for direct reproduction please contact the Honorary Secretary.)

The manuscript should be submitted in hard copy as a double-spaced typescript, printed on one side of the paper and numbered throughout. It also needs to be submitted in electronic form by email. The printout must match the electronic files exactly. The manuscript must be the final, complete version. You will not be able to make substantial changes or additions once production has commenced.

If minor alterations are needed to the typescript, make sure these are clearly marked. This is vital to ensure that the preferred wording is used. Where text changes are needed, please do not obliterate the original text.

Please follow the guidelines below to save and print out the files. If there is any doubt about the files, please supply the Honorary Secretary with a sample and a printout. Please check that the electronic files are virus-free before sending them to us. Any of the commonly used word processing programs, e.g., WORD, are acceptable.

Please save each chapter as a separate file and all artwork separately from the text. The file name should indicate the content, e.g., chap02, chap02artwork. For chapters one to nine, please insert a zero before the number e.g., chap02 not chap2 (this enables the file list to display the chapters in order).

Never use a file name more than once for the same book even if the files are on separate disks. Save as many files on each disk. Prepare files using new disks, as this will reduce the risk of data corruption.

Please provide a total word-count for all files including notes and bibliography.

The hard copy of the typescript should be numbered throughout in a single sequence including preliminary pages and the endmatter.

Hard copy and electronic files should be sent to the Honorary Secretary.

## **Academic Reviewing**

The author is expected to ensure that the quality of the manuscript meets high standards of accuracy and appropriateness for the intended readership. It is assumed that colleagues and possibly independent reviewers have read and commented on the manuscript at various stages of its preparation. The Society will have the manuscript externally reviewed.

## **Transmittal Meeting**

This is a meeting after the manuscript has been received and reviewed, estimates from printers obtained and the Council has agreed to proceed with publishing the work. It normally involves the Honorary Secretary and/or the member of the Council who is acting as 'production editor' for the work, the author and a representative of the printers (although not all may attend the meeting and there may be a series of meetings).

## **Copy-editing**

Copy-editing is by the 'production editor' or by a freelance copy editor. The copy editor's job is to mark up the manuscript for the typesetter, check editorial aspects of illustrations, ensure that the author has prepared the manuscript following agreed editorial conventions, and that it is error free and in a consistent style.

The copy editor may raise queries with the author and may make changes to the text if this is felt to be necessary for the sake of consistency or clarity for the reader. These changes may include punctuation, spelling, capitalisation, and minor editing for use of English.

The copy editor is not responsible for ensuring technical accuracy. It is the author's responsibility to ensure that the book is well written, consistent, error free and that facts are accurate. If the copy editor feels that that substantial rewriting or review is required, the manuscript will be returned with specific recommendations for its modification.

## **Typesetting**

Ray Society works are designed and typeset by either a book designer or the printer.

If the work is highly illustrated or particularly complex in terms of design the Society will instruct the printers to produce sample pages.

## **Proofing**

Normally three sets of proofs are produced.

A set of first proofs will be sent for checking. These proofs will include illustrations (reproduced at low resolution). These should read against the manuscript to check for typographical errors and that illustrations and captions are correctly placed.

Changes and corrections should be indicated clearly and unambiguously. Standard proofreading symbols can be used.

Corrected proofs are returned to the production editor who will also read and check the proofs before collating the corrections onto a single copy that is returned to the printer.

Changes at proof stage are costly, time-consuming and can introduce errors and must be restricted to a minimum, amending typographic and factual errors only. Any substantial changes in proof must be discussed with the Honorary Secretary and agreed.

After proofs are returned the printers will produce a set of revised proofs. These must be checked by the author to ensure that any requested corrections have been made. At this stage the pagination of the book is finalised, the index is usually completed, and page cross-references inserted. The preliminary pages of the book are also typeset and checked at this stage.

A final set of proofs is produced and checked and by the production editor and by the author. The printers are then instructed to produce the book.

## **Illustrations**

In parallel with typesetting is the technical preparation of illustrations and artwork. Artwork that has not been submitted in acceptable digital form is scanned at high resolution.

If the book is highly illustrated there may be a separate proofing schedule for illustrations.

## **Dust Jacket Design**

The Society does not have a 'house style' other than the back of the jacket provides details about the Society and a listing of recent works. The fold-overs may have details about the work and about the author. Draft designs are produced and circulated.

## **Printing and Binding**

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