

AUTHOR'S MANUSCRIPT GUIDE

Please read carefully!

BOYDELL & BREWER

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To Our Authors:

Welcome! We at the University of Rochester Press work very hard to produce your book in the most skillful manner possible. We have created this guide to help you prepare your manuscript. Each manuscript presents a unique editing and publishing situation, and we hope that you will find that this guide answers many of your questions. If you are in doubt about something, please contact our editorial director.

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Please read the following information carefully as you prepare your manuscript, and if you have any questions, please contact our editorial director. There are three parts to this guide: “How to Submit Your Manuscript,” “Material to Help You as You Prepare Your Manuscript,” and “From Manuscript to Completed Book.”

Please submit your MS in hard copy (1 copy) and on disk. The text in the MS and on disk **must** be identical. All notes, citations, etc., must be complete and in proper form. Incomplete notes and citations will delay publication of the book as well as entail extra cost to you if we have to make corrections later.

Remember that **consistency** is the keyword. The time you spend ensuring that spellings, punctuation, references, and other style matters are consistent will pay off both in the speed with which we can produce your book and in its usefulness and value to the reader.

We use *The Chicago Manual of Style*, 15th edition (referred to hereafter as *CMS*)* and *Merriam Webster’s Collegiate Dictionary*, the latest edition (11th) for matters of style, capitalization, spelling, and hyphenation. We also have house style preferences outlined below. We do accept other discipline-related formats, such as those drawn up by the American Psychological Association and the medical profession. We realize that some authors use British style. If you use one of these styles, and are consistent, we will consider accepting that style from you. (Please check with the editor if you intend to use one of these styles.)

When you send your MS, please send it to the University of Rochester Press at 668 Mt. Hope Avenue, Rochester, NY 14620, U.S.A.

Please follow these guidelines as closely as possible. We do reserve the right (though we don’t like to exercise it) to return to you any manuscript that does not follow the guidelines outlined below.

I. HOW TO SUBMIT YOUR MANUSCRIPT

Complete. This section refers to submitting the FINAL manuscript, after it has been sent to readers and revised by you (if necessary), and is ready for copyediting and the rest of the production process. Even before that, you should be using the material in this guide to prepare your manuscript. This means you will avoid having to make major changes later. If you have any questions, please do not hesitate to contact the editorial director at the Press.

When you submit your manuscript, it must be complete. Please send all materials: all text (except index); acknowledgments and dedication if desired; table of contents; complete notes and bibliography; **all** artwork, tables, musical examples, figures, etc., and their captions and credits; **lists** of figures, tables, maps, illustrations, musical examples, etc.; Please send **one copy** of all text, notes, bibliography, etc.; one copy of the artwork, etc., will suffice. Please send copies of all letters granting permission to use materials. Having everything complete when the MS is submitted ensures that we can plan correctly for the production of your book.

What you submit should be your **final version** (except, of course, the index and any page references). No changes should be made after this. Any changes you make after this (except responding to copyediting questions) may significantly delay publication and may cost you money.

Hard Copy (Printout) and Disk. Again, text on the hard copy and on the disk **must** be identical.

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Hard Copy. Please avoid any formatting except the most basic.

1. **Pages. One side only.**
Margins one inch all around.
2. **Page Numbers.**
Number the pages **consecutively** throughout the entire MS, beginning the main text on page 1. Paginate front matter separately—see below.
3. **Spacing.**
DOUBLE-SPACE EVERYTHING—text, notes, quotes, bibliography. (If you need help with double-spacing notes, we have instructions for both WordPerfect and Microsoft Word.)
4. **Justification.**
Left justify only (i.e., ragged right margins) throughout. (You can center chapter titles and headings within chapters, of course.)
5. **Hyphens.**
Do not use automatic hyphenation or put in hyphens at the ends of lines. The only hyphens visible should be those that must appear in the book.
6. **Indent.**
Indent **paragraphs** with tabs, not spaces. For **indented quotes**, etc., use whatever method your word-processing program has to indent the passage or change the left margin. For **poetry quotes**, line them up on the page just as you want them to appear (but double-spaced).
7. **Blank Lines.**
Do not put extra space between paragraphs unless you want a blank line in your text.
8. **Italics.**
Use italics in your manuscript where you want italics. Be consistent.
9. **Tables, etc.**
Illustrations, tables, drawings, etc., should be on separate pages and in separate files, with their location clearly marked in the text.
10. **Dashes.**
Use **two hyphens** with no space before, between, or after the hyphens. Use **six hyphens** in the bibliography to indicate the repetition of an author's name. (We will convert to em-dashes.)
11. **Special Characters.**
If your manuscript has special characters or accents beyond those normally used in Western European languages, please submit a list of them.

Disk. Please label your disks; include your name, title of your MS, name and version of the program used, date, and approximate contents (if there is more than one disk).

1. **Format**
The disk must be in **PC format**, 3.5-inch, high density; you may use a CD instead of or in addition to a 3.5-inch disk.
2. **Word Processing Programs**
We can accept the following programs:

WordPerfect for Windows:

Microsoft Word for Windows:

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If you use ANY other programs (**including all Macintosh formats and program versions**), please contact us for instructions. There may be a charge if we have to convert your material to one of the acceptable formats or programs listed above.

3. Files

Please name your files so that we can determine the contents easily. All tables, appendixes, and figures should be placed in separate files and named clearly as well. For the sake of order and clarity, please use the following numbering system when naming the text so the files will flow in the correct sequence:

00frontmatter.doc [please see section II of this guide for what elements to include in the frontmatter]

01 Chap. 1.doc

02 Chap 2.doc

03 Chap.4.doc

04 Conclusion.doc

05 Bibliography.doc

Final Check Before You Submit Your Manuscript:

SEE ALSO the separate sheet: **Guidelines for Submitting Final Manuscripts.**

- Be sure that all materials are included, both hard copy and disk.
- Please send **one** complete printout.
- Check the contents page against the titles on the chapter opening pages.
- Please be sure that you've indicated exactly *where* in the text you'd like each of your illustrations, figures, charts, maps, etc. to go, by inserting a call-out, such as <<figure 3.1>>. Otherwise, your images may all be grouped together in the center of the book.
- Double-check the accuracy of all direct quotations, source citations, and bibliographic entries.
- **Verify credit lines against corresponding letters of permission to ensure that all obligations for specific wording have been met.**
- **Verify the list of figures against the caption copy and against the artwork itself for correspondence.**

II. MATERIAL TO HELP YOU AS YOU PREPARE YOUR MANUSCRIPT

This material, though not dealing specifically with submitting the MS, will give you important guidelines as you prepare it. There are three parts to this section: "Parts of the Manuscript," "House Style," and "Permissions." We refer you often to the *Chicago Manual of Style*, 15th edition.

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A. PARTS OF THE MANUSCRIPT

Beside the text, other elements will be part of your completed MS. See also below under **House Style** for various requirements. Please check the appropriate sections of *The Chicago Manual of Style*, 15th edition (referred to hereafter as *CMS*), for style preferences for each of the items in this section. General references to *CMS* are given here as starting points. A general list of the elements in a book and their order is given in *CMS* 1.2–1.3. (You do not need to be concerned with recto or verso page placement; we will take care of that.)

1. **Titles and Part Numbers** (*CMS* 1.61–62; 1.71–80)
Use arabic numbers for part numbers (if you have them—Part 1, Part 2, etc.) and for chapter numbers. Type the part titles and chapter titles on separate lines.
For headings within chapters, type them on separate lines. Please do not number your subheads as these are usually unnecessary for the reader (unless sections in a chapter are cited extensively in cross-references elsewhere in the text).
2. **Quotations**
Quotations should be quoted word for word. Please check them and proofread carefully before you submit your MS. This will save time and expense (to you) later, and you will be better able to answer any questions from the copyeditor.
Indent and double-space all quotations longer than a few lines (or 100 words), or that extend more than one paragraph.
Double-space indented quotes, and **leave an extra blank line before and after** the indented quote.
3. **Examples**
For **mathematical examples**, see *CMS*, chapter 14. For **music examples**, see below under **Music and Music Examples**.
4. **Cross-References**
For cross-references, see *CMS* 2.37, and also the index in *CMS*. Keep a list for yourself of all places in the MS where you have references to or other pages or notes in the MS. This will help you when it comes to the proofreading stage.
5. **Equations and Formulas**
For equations and formulas, see *CMS*, chapter 14.
6. **Tables**
For tables, see *CMS* chapter 13. Please number tables by chapter (Table 1.1, 1.2, 2.1, 2.2, etc.). Each table should have a reference in the text. (“See table 1.5”; “as can be seen in table 4.3”) and a callout <<place table 1.5 about here>> Please include tables separately on your disk, clearly marked, and also include them on a separate piece of paper in your MS. *Indicate clearly in the manuscript where you want them to go.* We cannot guarantee that each table will appear exactly where you have it in your MS, but we will place it as close to the call-out as possible.
7. **Notes**
Double-space all notes. Unless an arrangement has been made with the Press, all notes in a single author book will appear at the end of the book. In a work of contributed essays, endnotes are placed at the end of each chapter. We discourage the use of footnotes; however, please feel free to discuss this option with the editor if you feel it is important that your book have footnotes.

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In your MS, please place all notes at the end of each chapter, whether they will appear at the end of each chapter, at the end of the book, or as footnotes. *Use your word-processing program to number notes automatically, so that if you need to add a note later, subsequent notes will be automatically renumbered.*

Number notes consecutively within each chapter, beginning each chapter with 1.

An acknowledgment or source citation for a chapter can include a citation to where an oral version was given earlier as well as where material was previously published. The citation should come either as an unnumbered footnote at the bottom of the first page of the chapter (even if you are using endnotes) or as an unnumbered endnote at the beginning of the notes for that chapter. See *CMS* 2.45 and 16.70.

Epigraphs, quotes, etc., at the beginning of a chapter or section do not receive a note; place the name of the author and, usually, the title of the work just below the quotation. Refer to *CMS* 1.38–39, and see *CMS* 16.66 for examples.

8. Bibliography

The bibliography comes at the end of the book, after the endnotes. Please be as accurate and complete as possible. See below, under **House Style**.

9. List of Contributors

In a contributed volume where only the volume editor's name appears on the title page, please include a list of contributors, which will appear in the backmatter, preceding the index. Please arrange the names of the contributors alphabetically (but not inverted) and include brief biological details, academic affiliations, and other pertinent information that may be of interest to the reader.

10. Illustrations and Figures

Before we can begin copyediting your MS, we need to have all the figures, complete captions, and necessary permissions. Please refer to our guidelines for submitting artwork. Number the figures by chapter (i.e., 1.1, 1.2, 2.1, 2.2) in a contributed volume. Figures can also be numbered consecutively (1, 2, 3, etc.) if preferred, in single-author volumes only. Please note that our standard trim size is 6x9 in. and any large pieces of artwork that are submitted will have to be reduced to meet those specifications.

Obtaining and paying for permission is the responsibility of the author. Please refer to the Permissions section below for more detail.

a. Photographs

Black-and-white, high-contrast, glossy prints are best for sharp reproduction. We cannot use color photos. Please use a gummed label (or Post-it note) on the back for identification purposes. (Never write directly on either side of a photo, or on the label once it is on the back of the photo.) All photographs should be accompanied by letters of permission from your source, unless you created the photo yourself; however, identifying information for images you created (i.e., name and date) must still be included in the captions. Please read the section on **Permissions**.

b. Line Drawings

The original drawing should be precise and legible, on high-quality paper. Eliminate extraneous details and great variation in shading and lettering. If your MS has drawings that you have not created yourself for this book, please read the **Permissions** section below.

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c. Graphs

If you plan to use computer generated graphs, please submit them in separate files, clearly marked. Please include the raw source data from which the graphs were created as well (in the form of a simple Microsoft Word or Excel table).

d. Maps

If you have maps, they must also be computer generated or black-and-white glossy photos. Follow the same quality and permission guidelines for reproducing maps photographically as you would for photographs.

e. Music and Music Examples

If your book has music and/or music examples, we will be discussing with you the specifications for submitting them. Please be sure you understand the requirements **before** you begin producing the examples.

11. Lists of Illustrations; Caption Copy

- Two separate lists should accompany your MS when you submit it. One should be a brief description of all illustrations, maps, figures, etc. which will form the list of illustrations that will be included in the front matter ; the other, a list of the full captions that will accompany them in a separate file labeled "Captions." The contents of both lists should be in the order in which they are to appear in the book. *Please* be sure that you've indicated exactly *where* in the text you'd like each of your illustrations, figures, charts, maps, etc. to go, by inserting a call-out, such as <<Place figure 3.1 about here>>, or <<place map # 9 about here>>.

Captions for images that you do not own should include the credit line, following the stipulations of the permissions letter. (See the **Permissions** section below, and also CMS 11:38–43 and elsewhere.)

12. Front Matter

Please submit at least the following (if applicable), double-spaced and paginated separately from the text . (Use lower-case roman numerals.)

- title page
- table of contents (please DO NOT include chapter subheadings in the table of contents; as this can make for a cluttered contents page and does not conform to our house style)
- lists of illustrations: subdivided by figures, tables, music examples, etc. (see fig. 1.8 in CMS)
- foreword
- preface
- acknowledgments
- introduction

We will add half-title page and copyright page with cataloging-in-publication from the Library of Congress (which we apply for when the book is being typeset).

13. Index

You will be preparing the index at the proof stage of production. You will use your proof copy of the book for you to mark up. Please do not send an index with the MS at submission, though it is a good idea for you to complete a draft list of headings before you have to do the index. Please see CMS, chapter 18, for information on preparing the index.

As you go through the process of preparing the MS, be thinking about your index: the kinds of entries you want, whether you want to index just names, what arrangement of entries would be most useful to your readers, etc. Please refer to *CMS* 18.6 for some basic ideas. Indexing guidelines will also be provided by the Press at the appropriate time.

For the style of the index, see the **House Style** section below. (If you wish to have a professional indexer, please contact our managing editor for recommendations.)

B. HOUSE STYLE

We generally use *The Chicago Manual of Style*, 15th edition, for style matters. (See note on p. 3.) We also follow appropriate discipline conventions where appropriate. Please discuss the style with our editorial director when you begin preparing your MS.

For spelling and hyphenation, we use *Merriam Webster's Collegiate Dictionary*, latest edition (now 11th). *Please use U.S. spellings and punctuation in your MS.*

If you have already prepared your MS using, for example, British spellings and formatting, please contact the Press for instructions.

The Press supports the Association of American University Presses position on achieving nondiscriminatory language.

We look at all MSS in the stages before final MS preparation (i.e., when it is first submitted for acceptance). If we feel that the MS will be accepted, we can discuss with you any matters that need attention as you prepare the final MS.

1. Spelling

Please use U.S. spellings, rather than British; some specialized disciplines follow their own conventions. (See *CMS* 6.5–6.)

2. Punctuation

Please use U.S. style punctuation. The main differences between British and U.S. punctuation that you will need to know are the following:

a. Commas in Series

In a series of three or more elements, commas are placed after each element (except the last), including before the conjunction joining the last element.
Example: a, b, and c— not a, b and c.

b. Quotation Marks, Single and Double

American usage calls for double quotation marks, with single quotation marks for quotes within quotes (*CMS* 11.33–35). Certain other instances also call for single quotation marks (*CMS* 7.52, 8.138). *CMS* 11.35 gives examples of the difference in usage of quotation marks in a quote within the body of the text and a quote set off from the text (indented quote).

c. Punctuation with Quotation Marks

Punctuation that is part of the material quoted is placed inside the quotation marks (inside both single and double, if they are used together). If the punctuation is not part of the quote, periods and commas are generally placed inside the quotation marks; question marks, exclamation points, colons, and semi-colons outside (*CMS* 6.8–9, 6.53, 6.66, 6.75, 6.79, 11.34).

d. Periods with Abbreviations

Abbreviations are treated in *CMS*, chapter 15. Special note should be made of the following:

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- * Titles such as Mr., Mrs., Ms., Dr., Prof., etc., are followed by a period.
- * For abbreviations of Saint and Saints, see *CMS* 15.27.
- * For abbreviations of U.S. states, see *CMS* 15.29 and 17.100. We request that you use the postal two-letter abbreviations with no periods in both the notes and bibliography.

e. Ellipses and Ellipsis Points

There are two methods of inserting ellipsis points. The first is explained in *CMS* 11.55–56; the second (more complicated, and preferred by *CMS* and by us) is explained in *CMS* 11.57–62.

3. Notes and Bibliography

Please refer to *CMS*, chapters 16 and 17 (please read these chapters carefully as they cover a range of sources) and to our examples of Chicago-style documentation included in this packet.

Consistency is **very** important, especially in subsequent references to a work and in dealing with page numbers.

- a.** For **notes**, the following items are generally necessary in a full reference, in the order below; when subsequent references are made to a work, shortened form should be given: author's last name, shortened title, and page number(s):

Book:

Author's full name, first name first
Complete title of the book (italicized)
Editor, translator, or compiler, if any
Series name, if any, and volume number in the series
Edition, if not the original
Number of volumes
Facts of publication—city where published (and sometimes U.S. state [or country] if the city is not well known; states are not necessary for most university presses); publisher (sometimes omitted in very old books but always included otherwise); date of publication; volume no. of citation, if any (in arabic numerals);
page number(s) of the particular citation

Article in a Periodical:

Author's full name
Title of the article (in double quotation marks)
Name of the periodical (italicized)
Volume (and issue number, if there is one) of the periodical (arabic numerals)
Date of the volume or of the issue (in parentheses)
Page number(s) of the particular citation

Unpublished Material

Author's name, if there is one
Title of the document, if any, and date
Folio or other identifying number
Name of collection
Depository, and city where it is located

Subsequent references to a work may be given in shortened form:

Author's last name, shortened title, and page number

Please do not use *Idem*, *Op. cit.*, or *Loc. cit.*

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For *Ibid.*, use roman type, not underlining or italics.

- b. For **bibliography**, include the following in the order given:

Book:

Name of author (last name first) or authors, main editor(s), or institution
 Full title of the book, including subtitle, if any
 Title of series, if any, and volume or number in the series
 Volume number or total number of volumes of a multivolume work
 Edition, if not the original
 City of publication (and sometimes U.S. state [or country] if the city is not well known; states are not necessary for most university presses)
 Publisher's name (sometimes omitted, especially in very old books)
 Date of publication

Article in a Periodical:

Name of author
 Title of the article (in double quotation marks)
 Name of the periodical (italicized)
 Volume or issue number (in arabic numerals)
 Date (in parentheses)
 Pages occupied by the article

- c. For **listing inclusive numbers**, please see *CMS* 9.62–68. The Press prefers the system outlined in *CMS* 9.64. It is given here for quick reference:

First Number	Second Number	Examples
*Less than 100	All digits	3–10, 71–72
*100 or multiple	All digits	100–104, 600–613, 1100–1123
*101 through 109, 201 through 209	Changed part only, omitting unneeded zeros	107–8, 1002–6
*110 through 199, 210 through 299	Two digits unless second number is in another hundred	321–25, 415–532
*Roman numerals	Use complete to avoid confusion	

- d. If, by some chance, you have already completed your MS following, for example, British style in your notes and bibliography, please consult with our editorial director before you change the notes and bibliographic entries; we may be able to accept your style if it is consistent.

4. Index

- a. Please refer to *CMS*, chapter 18, and URP Indexing Guidelines as you prepare your index. Again, this step will not take place until *after* the book has been typeset. Two style preferences:
1. You may use either run-in style or indented style (*CMS* 18.23).
 2. Please alphabetize word-by-word (*CMS* 18.58).
- b. “See” and “See also” references are treated in *CMS* 18.14–20.
- c. **Check each entry** for the following points:
1. The correct order is: entry, comma, page numbers separated by commas, no closing period unless a “See” or “See also” reference follows.
 2. Never punctuate before parentheses.
 3. Set off divisions between sub-entries with semicolons.
 4. Use the guidelines given above for inclusive page numbers.

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C. OBTAINING PERMISSIONS

Although obtaining permission for materials you use from other sources may be one of the more complicated aspects of the publishing process, it is vital that you dedicate a good deal of attention to obtaining any necessary permissions to ensure the timely publication of your work. We suggest starting early, as it sometimes takes several months to secure permissions. It is your responsibility to obtain those permissions from the rights holder, and to pay any required fees. We have sample permissions forms that you may use to request permission if the rights holder does not have their own form.

You should request that all permission letters be sent to you. Send us photocopies of the letters and any statements defining conditions of use; retain the originals for your files.

Copyright

Copyright is a complicated subject. Copyright laws have traditionally differed in the U.S. from those in other countries, and the copyright usually falls under the laws of the country in which the work originated. On the other hand, in order to sell your book in various countries, you need to follow the laws of that country as well. There are two basic questions: 1) Is the work you wish to quote from or use under copyright or not? And 2) If the work is under copyright, does your use fall under what is called “fair use”? Changes in the copyright laws of the U.S. as late as 1998 are bringing this country more in line with international standards.

Check with your university copyright experts or the library; they can help you with details. We are not trained in copyright law and therefore cannot guarantee that the answer we give is correct; however, we can try to point you in the right direction. There are sites on the Web that have some help, but be sure that they are up to date. The following sites have helpful outlines for U.S. copyright: <http://www.unc.edu/~unclng/public-d.htm> or www.copyright.gov.

1. **Is a Work under Copyright?** (This section cannot cover all bases, but will give you general suggestions.)
 - * Materials published in the U.S. before 1923 are in the public domain.
 - * Materials published in the U.S. between 1923 and 1963 fall under a complicated system of registration and renewal; you need to check carefully.
 - * Materials published between 1964 and 1977 have an automatic extension of 28 + 67 years.
 - * Works created after 1/1/78 are in copyright for the life of the author + 70 years. Joint works (opera: composer and librettist) date from the life of the longest-lived contributor. Corporate works are different.
2. **Fair Use** (Although general guidelines are given below, please check with **Suzanne Guiod** before deciding that something you wish to reprint in your work from another source passes the “Fair Use” doctrine)
 - * Generally, for a prose work, one-time use (i.e., if you quote something in a published book) of a passage of not more than 200 words is allowed.
 - * Fair use differs for music, poetry, art (including figures), photos, tables in books, sound recordings, computer software, etc. Generally you need permission to use any of these, even a short excerpt.

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- * Manuscript (unpublished) materials remain under copyright. If they are held in an archive, you will need permission of both the archive and the holder of the literary rights (pretty hard [and therefore ignored] if it is an eleventh-century manuscript!). In the case of letters, it is the author who retains copyright, not the recipient.
- * Your own previously published work: if you quote more than 200 words, you must request permission, usually from the original publisher.

PART III. FROM MANUSCRIPT TO COMPLETED BOOK

When your final manuscript arrives, we will check to make sure that everything is included and that the manuscript is ready for copyediting. We will contact you if anything is missing or if the MS is not ready to be copyedited.

Production Scheduling:

When the manuscript arrives complete and in good order, production takes from thirteen to fourteen months from manuscript delivery to bound book. You will be involved at various stages of the production process.

a. Copyediting:

Copyediting usually takes from four to eight weeks, depending on the length and complexity of the book. If you have any major requests about illustrations, tables, etc., NOW is the time to work with the editorial director—before the book is typeset.

b. Typesetting:

Typesetting takes up to two months, depending on the length and complexity of the book and the typesetter's schedule. If the book is very complex (i.e., many musical examples), it may take longer. We almost always go directly to page proofs, bypassing the galleys step. During typesetting, all tables, figures, examples, etc., are placed in the text. During this time, you can begin preparing your index by marking the MS and determining the entries you want. When the proofs arrive, you can easily fill in the page numbers.

c. Proofreading and Index:

We will send you the typeset proofs: your task is to proofread and to create your index. Again, we will send you detailed instructions. Proofread carefully, checking everything. Now is the time to refer to your list of page references and fill them in. NO CHANGES other than corrections should be made now.

If you have not prepared your index, now is the time to do so. Please submit a hard copy (double-spaced and NOT in columns) and a disk in the proper format. We will copyedit the index here—you will not see it again until the book appears.

We give you one month to proofread and submit your index, so it will be a busy month for you!

We then do a final check and send the typesetter any corrections that need to be made, as well as the index to be typeset. You may or may not see the corrected proofs; this depends on how many corrections need to be made and on the time schedule. If, for example, there are only a few corrections, it is much faster for us to check them here.

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d. **Jacket or Cover:**

We prepare jackets or covers during the production schedule. The Press has final design and editorial control, though we welcome your suggestions—for example, a picture you might want to use or a color you prefer or prefer not to have. We will prepare the jacket text and send a copy to you for any corrections and for your approval. Again, if we are going to use an illustration on the jacket, we will need permission to use it if it is under copyright or in an archive as well as a high resolution copy of the illustration. If there is time, we will send a mockup of the jacket for your overnight approval.

e. **Printing:**

When everything is ready, we send the book to the printer. This process takes anywhere from ten to twelve weeks, depending on the printer's schedule. When the books are ready, some books are sent to us, and the rest to the warehouse. When they arrive here, we will notify you of the big day, and send you your author's copies.

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