

How to supply and check edited copy/ manuscripts

The information in this section is primarily written for staff involved in publications produced through the Publications Unit, where a copy template is provided. However, it is equally applicable to staff producing their own publications.

Copy supply

Please supply all copy in Word format.

If you are updating information from previous editions identify the latest version by amending the footer to indicate the year of the publication and date that you have made changes.

e.g. International_Pgrad_2004_Educ_2.5.02

If you are supplying fresh copy please follow the same naming convention.

If you are completing a template please use the template as it will usually indicate word limits and other instructions with which you should comply. On completion use the naming convention as outlined above.

This helps everyone involved in the process to be able to track progress and identify the appropriate document.

Subheadings

Please identify major headings and subheadings. The best way to do this is to supply a printout of your copy to the editor, with heading and sub-headings clearly marked.

One way of indicating your heading hierarchy is to use the H1, H2, H3 naming convention. Markup your copy in red pen.

Editing

All publications require editing. Once submitted your copy will be edited according to Australian Government Publishing Service *Style Manual* and University of Melbourne *Editorial Style Guide* conventions – see <http://www.unimelb.edu.au/development/communications/index.html>.

Markups

You will usually be asked to read through your copy after it has been edited. Please mark up all copy in red pen, with clear identification of what requires alteration. If you need to introduce a new text section indicate this clearly on the manuscript. If the new text sections are lengthy accompany the manuscript with a printout of the new section and

send an electronic document with clear instructions naming the document and the section it is to be placed in.

If you are unsure about how to mark up your changes please consult the Australian Government Publishing Service *Style Manual* in the first instance or the editor.

Signoff

You will be requested to authorise progress to the next stage of production by signing off at various points in the production flow.

The first signoff will occur at manuscript stage where you will be asked to authorise your manuscript to proceed to the layout stage, when the document is laid out in a desktop publishing program, usually Quark, Pagemaker or In-Design.

You will be required to sign and date your manuscript on a proforma signoff sheet or sticker.

This is your last opportunity to ensure that all your copy is exactly as it should be. Additional text insertions after this signoff add to the cost of your publication by incurring additional desktop layout charges. Please check carefully that you have included everything, that there are no typographical errors and that your text is in the correct order before signing off your manuscript.

Checklist

In relation to the following stages have you:

Copy supply

- completed all sections in the template?
- followed editorial style conventions as per <http://www.unimelb.edu.au/development/communications/index.html> ?
- marked all changes in red pen?
- saved your document using the naming convention?
- submitted by due date?

Editing check

- read through edited copy and marked changes in red pen?
- submitted changes by due date?

Manuscript signoff

- marked all changes in red pen?
- checked all headings for appropriate hierarchy?

- signed and dated manuscript?
- signed off by the due date?