MacKey
COMPOSITION

Guidelines for Marking Manuscripts

1. Use any modern Word Processor you like, as long as you save the documents in .rtf (Rich Text Format) format. I personally will be formatting the documents in Microsoft Word, but as long as the documents are saved using the Rich Text Format option (and not the Word Processing program's own format) it won't matter.

2. When each article is ready, print me a copy, being sure the text conforms to the following:
   · Single Spaced
   · Pages numbered
   · All text of the article appearing in the style it should appear in the journal (i.e., if a word should be italics, bold, etc. in the journal, make sure it is italic, bold, etc. in the manuscript—no underlining!)

3. Either within the text file or on the printed manuscript, identify the various formatting elements, such as:
   · A-Heads (<A-Head>)
   · B-Heads (<B-Head>)
   · Extracts (<Extract>)
   · whether the paragraph following an Extract should be set Flush Left, or as a new paragraph (<FL>)
   · Note numbers
   · where to insert images (<Image 1>)
   · any other special formatting (i.e., a line space between paragraphs should be clearly indicated on the manuscript, or in the electronic file with "<LINE SPACE>")

4. Please do not embedd images into the text file. Please provide any images as separate files, in either TIFF, JPEG, or PDF format.

5. **Notes:** For articles with Notes, it is preferable that you add them at the end of the file or use a separate file. Please try to avoid using the Word Processing program's automatic footnote feature if you are using Endnotes. If you are using Footnotes, I'm not going to say to stop using the automatic Footnote feature, but the Footnote feature in MSWord, for example, is great only for the author. Trying to get the footnotes out of MSWord and into the Page Layout program is an exercise in frustration at best, so only use it if absolutely necessary.

6. **Tables:** I will take your tables and reformat them, so there is no need to format them perfectly. As long as I can tell what the Table Title is, the Column Headers, and that the information in the table is Tab delimited, that is all I need. Remember, I will be changing the table's font, font size, and width to those that match the journal.

7. When you have all the files finished and the manuscript printed and marked, burn them to a CD and send it and the marked manuscript to me and I'll take it from there.

As always, if you have any questions or need clarification, please feel free to call!