

ROWMAN & LITTLEFIELD

REVISED EDITION GUIDE

If you are preparing a revised edition of a book for which R&L has typesetting files, your acquisitions editor will send you manuscript files to update. For those, you would follow the same procedures as if you were submitting an entirely new manuscript (see the **R&L Manuscript Preparation Guide**), though the bottom half of this guide (starting with “Consecutively Numbered Material”) applies as well.

If your changes are minimal, you can instead have your editor send you a PDF of the previous edition page proofs, which you can hand mark. If you opt to use Acrobat to update the PDF, use the text insertion/deletion tools. Do not use the Edit tool.

To hand-mark corrections/update to proofs:

- **PDF:** Print out the page proofs *one-sided only* and handwrite your changes directly on the pages.
- **Handwriting:** Write legibly in upper- and lowercase; only use uppercase for letters you want capitalized. Do not abbreviate words unless they should be typed as such. The typesetter will be reading your handwriting, so any errors or illegibility will be reflected on the revised proofs.
- **Longer Deletions:** Draw a box around the section and put an X through it.
- **Short Deletions:** Cross out the entire word/phrase/sentence, as well as obsolete punctuation, and make a delete mark (☞) in the margin, level with the deleted text. You can skip the delete mark if you are replacing the deleted text with new text (see Short/Long Insertions).
- **Short Insertions (1 line or less in length):** Draw a caret (^) where the new text should be inserted, then neatly write the new text in the margin to the right or left of the mark.
- **Long Insertions (more than 1 line in length):**
 1. On the proof page (I will use p. 156 as an example), draw a caret (^) where the new text should be inserted. In the margin to the left or right of the caret, write “insert 156” and circle it.
 2. If you have more than one insert per page, differentiate each one with a letter (e.g., 156A, 156B, etc.).
 3. In a Word file, type the page number in brackets (e.g., <156> or <156A>). Then press Enter and—starting on a new line—type the insertion. Make sure you include applicable formatting (e.g., a tab for a new paragraph).
 4. Separate each insertion either by using multiple hard returns.
- **Index:** Try to avoid making changes that will cause new page breaks. If you do have to add/remove text, compensate for it by removing/adding the same amount of text on the same page. Even if you do this, new page breaks may be unavoidable. Do not update your index until we send you the revised proofs.
- **Consecutively Numbered Material (e.g., notes, art, tables, boxes):** When you add or delete material, you may create gaps or duplicates in numbering sequences. For instance, if you delete four paragraphs that contained notes 4 through 12, you will need to remove the corresponding notes from the notes section and renumber the remaining notes both in the text and in the notes section. Keep this in mind as you go along.
- **Added/Deleted Chapters:** For deleted chapters, write “Delete Chapter” on the first page of the chapter. For both added/deleted chapters, make sure affected chapters are consecutively renumbered in the text (including running heads) and on the contents. If chapters are referred to elsewhere in the text, those numbers will need to be updated as well. Also renumber figures and tables to reflect these changes.
- **Table of Contents and Lists of Figures, Tables, etc.:** Keep these lists updated. If they have changed substantially, retype them in their entirety. We will update the page numbers as necessary.
- **Art and Tables:** For new art and tables, refer to the **R&L Artwork Guide** and the **R&L Tables Guide**.
- **References/Bibliography:** Make sure you fully cite any newly added material. You should also take this opportunity to update any books that were “forthcoming” in the previous edition.
- **Permission** is usually only granted for one edition of a work, so if you obtained permission for the previous edition, you may have to re-obtain permission for this new edition.

- **Finally**, carefully re-read your updates in context to ensure all changes have been made correctly and that number, gender, and tense all match the existing surrounding text.