

## Preparing and publishing your manuscript for *Asia-Pacific Linguistics* ANU Press

It is important to prepare your manuscript for submission to A-PL carefully as this means that the Editorial Board and the external reviewers can focus on the content of the manuscript. The page of the ANU Press website that sets out the details of [how to submit a book](#) has information on preparing your manuscript, including these two documents:

- [preparing your manuscript for submission](#)
- [preparing your manuscript for copyediting](#)

We recommend that you read both of these documents before submitting your manuscript for review with A-PL.

For the review stage, you need to submit a complete manuscript that is consistently and neatly formatted. Note that A-PL and ANU Press are flexible regarding editorial style, but consistency and coherence of the manuscript is important.

Once your manuscript has been reviewed, you are asked to revise the manuscript in accordance with the reviewer reports – if necessary – and prepare it for copyediting.

All A-PL manuscripts must be professionally copyedited before they are submitted to ANU Press for final production and publication. The A-PL Editorial Board will provide you with a list of ANU Press-recommended copyeditors who would be most appropriate for your manuscript. A-PL has a preferred copyeditor, who has extensive linguistics expertise and experience copyediting A-PL manuscripts, and we strongly recommend requesting a quote from her.

The cost of copyediting needs to be covered by the author, and you are welcome to request quotes from more than one ANU Press copyeditor. The cost of copyediting a manuscript depends on the nature and length of the manuscript, as well as its quality. The copyediting of previous A-PL manuscripts has ranged from \$2,000 to \$4,500.

There are some places where authors can seek funding to cover the costs of copy-editing. Many universities have publication subsidy schemes, as do some national academic bodies. For example, the [Australian Academy of the Humanities](#) and the [International Australian Studies Association](#). Funding to support publication may also be sought from some of the organisations that support documentation and research on small languages, including the [Foundation for Endangered Languages](#), the [Endangered Languages Fund](#) or the [Firebird Foundation](#).

In addition to submitting a complete revised manuscript that is consistently and neatly formatted, your manuscript will need less time (and money) spent on copyediting if you have also done the following:

- Carefully proof-read the manuscript to reduce any inconsistencies or ambiguities in wording and use of terminology.

- ANU Press accepts manuscripts in Microsoft Word, and the manuscript should be “styled”. This means that Word paragraph styles should be used to structure the document – i.e. a different Word style should be used for “normal” text paragraphs, each level of heading and sub-heading, figure and table captions, blocks of quoted materials, each line of linguistic examples.
- Tables, bulleted or numbered lists and footnotes can be included using the standard functions in Word.

If your manuscript includes illustrative material (with the exception of tables), these should not be embedded within the manuscript file, but supplied as separate image files with the following standards:

- Saved as a JPEG or TIFF file.
- Resolution at a minimum of 300dpi at 100% of final size (if you have an image that is smaller than 9cm on any side, please scan the original at 600dpi so that it will reproduce well on paper).
- Named with logical filenames (i.e. Figure01.tif, Figure02.tif, etc.).

To indicate where this material should be included, clear text markers (such as ‘[INSERT FIG 1]’) should be placed in the text. Figure numbers/titles and captions should immediately follow this text marker. Illustrative material should be placed as close as possible to the point where it is first mentioned in the text, and cross-references in the text should refer to figures by number (as in ‘see Figure 1’) rather than by position (never say ‘see the figure below’).

It’s also important that all visual material — including maps, photos, figures, graphs, etc. — be properly sourced. In all cases, captions for this material should be immediately followed by the source for the material. It is the author’s responsibility to gain any relevant permissions for reproducing illustrative materials.

If you have any questions regarding the preparation of your manuscript for review and/or for copyediting, please contact the A-PL Editorial Board.