



A Guide to Publishing at RIT Press

Thank you for considering RIT Press as the publisher of your book. As an academic press, we take pride in producing high quality books utilizing current publishing technologies, while maintaining high standards in content quality, publication design, and print production. This short guide provides information about the RIT Press and takes you through the steps authors follow to bring their book to final production.

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 **Scholarly
Publishing at RIT**

The RIT Press, established in 2001 as the RIT Cary Graphic Arts Press, initially focused on publishing titles that documented graphic communication processes, printing history, and bookmaking.

In 2007, a new imprint, RIT Press, was established for all titles that were not related to graphic arts. As of 2013, all publications of the Press now carry this imprint.

We are a university press with a strong commitment to scholarship and high standards of design and print production. RIT Press utilizes traditional as well as innovative digital technologies in order to reach niche academic markets in the most economical and efficient ways possible.

The Editorial, Design, and Production Process

The chart below shows the approximate sequence of actions necessary to publish a book. Each part's responsibilities are also noted.

	Action	Author	Publisher	
Preliminary Work	Interest Meeting	•	•	
	Author Marketing Questionnaire	•		
	Manuscript & Image Preparation	•		
	Manuscript to Editor for Review	•	•	
	Design & Editorial Meeting		•	
	Production Budget established		•	
	Publication Agreement Negotiation	•	•	
Production	Final Manuscript delivered	•		
	Manuscript sent for peer review		•	
	Reader's report sent to author		•	
	Copy/editing & fact checking		•	
	Copyright Permissions obtained/cleared	•	•	
	Preliminary design		•	
	Print Quotes obtained		•	
	Design Finalized	•	•	
	Typesetting		•	
	Cataloguing-in-Publication, ISBN		•	
	Image/text correction		•	
	First page proofs sent to Author	•		
	Final Corrections to RIT Press		•	
	Index Prepared		•	
	Final Review by RIT Press	•	•	
	Jacket/cover design completed		•	
	Package to Printer		•	
	Color Proofs		•	
	Digital/Ebook version completed		•	
	Delivery/Shipping		•	
	Marketing	Book Endorsements	•	•
		Marketing Plan	•	•
		"Books in Print" Registry		•
Amazon & Google Registry			•	
Social Media		•	•	
RIT University News Notifications			•	
Press Release Writing and Distribution			•	
Mailing Design and Distribution		•	•	
Event Planning		•	•	
Review & Comp Copy Distribution		•	•	



Components of a Book & Editorial Style

During the preparation of your manuscript, we encourage you to consider the following list of selections traditionally included in books. While each part is not appropriate for every work, and certain works may include types of sections not listed here, this list represents the standard order in which divisions of a book may appear. This list was compiled from *The Chicago Manual of Style*, published by the University of Chicago Press. RIT Press has adopted “The Chicago Manual” as its reference for editorial style; it is our guide to the book production process, and it lays the foundation for rules on punctuation, spelling, grammar, and the documentation of references.

BOOK COMPONENTS

Front Matter

Title Page
Copyright Page
Dedication
Contents
List of Illustrations
List of Tables
Foreword (*by someone other than the author*)
Preface *by Author*
Acknowledgments
Introduction
List of Abbreviations

Main Text

Chapters
Endnotes
Conclusion

Back Matter

Appendix(es)
Glossary
Bibliography
List of Contributors
Index(es)
Colophon

COVER COMPONENTS

Front Matter

Title
Subtitle
Author's Name
Cover Art

Spine

Title / Subtitle
Author's Name
Publisher's Mark

Back Cover

Summary Blurb
Endorsements
Author Biography
ISBN & Barcode
Publisher's Mark
Subject Category
Price

Parts of a Book

Front Matter	Book half title	i
	Series title, list of contributors, frontispiece, or blank	ii
	Title page	iii
	Copyright notice, publisher's agencies, printing history, country where printed, ISBN, CIP	iv
	Dedication (or epigraph)	v
	Blank	vi
	(Table of) Contents	
	(List of) Illustrations	
	(List of) Tables	
	Foreword	
	Preface	
	Acknowledgments (if not part of preface)	
	Introduction (if not part of text)	
	(List of) Abbreviations or chronology	

Back Matter	Appendix(es)	
	Notes	
	Glossary	
	Bibliography	
	(List of) Contributors	
	Index(es)	
	Colophon	



Manuscript Submission Guidelines

Please supply one printed typescript copy of the manuscript, with double-spaced text formatting and 1-inch page margins. Number pages consecutively. Please provide all components of the work including the following as applicable:

- Your name and title as you prefer it to appear in print
- Body text
- Tables and graphs, if any, on separate pages at end of text
- References, or footnotes in a separate section
- Bibliography in a separate section
- List of illustrations, in numerical sequence according to their appearance in the text
- Captions for all illustrations and a numerical legend in a separate section
- Copies of all permissions that are required to reproduce any illustrations or excerpts from previously-published matter

Please supply a digital file of your manuscript on a cd or thumb drive. Most files created in Microsoft Word on Windows and Macintosh computers are acceptable.

If you have questions about the format or preparation of files, please contact the Managing Editor.



Image Submission Guidelines

Illustrative sources can be derived from a variety of media. The following are submission guidelines for the most common sources: for photographs, illustrations, maps, charts, etc.

Please contact the RIT Press Managing Editor if your form of illustration is not specified here:

- Digital photographs and illustrations must be supplied on a disc or a thumb drive, or submitted electronically via DropBox or a similar service. High-resolution TIFF or JPEG files are the recommended formats for a digital photograph. Minimum file size is typically 4x6" at 300 pixels per inch, but requirements do vary according to the nature of the publication; please check with RIT Press if you have questions. The recommend format for vector-based illustration files is EPS.
- Please supply a comprehensive numbered list for all your illustrations. Number the illustrations in the order they appear within the text. If submitting electronic files, please supply print-outs with the titles of these files.
- RIT Press can scan original media if digital files are not available. Photographic prints, 35mm slides, or 4x5 transparencies should be sent in protective enclosure like a reinforced envelope to prevent surface scratching and bending. Drawings, sketches, tables, line art, and any other 2-dimensional illustrations should be camera-ready, i.e. drawn or printed clearly on good quality, white paper. Please specify correct orientation of images, i.e. use "Top" to specify top of image. All media submitted will be returned upon publication.
- Images that are placed in Microsoft Word, from a PowerPoint document, or from a website are typically not at an adequate resolution for reproduction.
- Please contact the Managing Editor or the designer with any questions about or instructions for image preparation before submitting your files.

Copyright Permissions

RIT Press reserves the right to determine what is considered “fair use” of copyrighted material in any project it publishes.

When content requires reproduction permissions from a third-party, the author is required to **research, request, and pay any necessary reproduction fees** to allow the work to be reproduced and distributed in the RIT Press publication. The author must provide evidence that permission has been granted by the third-party copyright owner(s) before publication ensues.

The process for clearing copyright may be a lengthy one if several permissions are required. For this reason, it’s best to begin making contact with copyright holders early on in the publishing process, so book publication is not delayed.

A selected list of resources about copyright permissions:

The Chicago Manual of Style, 16th edition
(2010), CH.4, pp. 155-197

The Copyright Permission and Libel Handbook
by Lloyd J. Jassin and Steven C. Schechter, John
Wiley & Son (1998)

The Copyright Book by William S. Strong, MIT
Press, 5th edition (1999)

*MLA Style Handbook and Guide to Scholarly
Publishing* by Joseph Gibaldi, 2nd edition (1998)

*The Copyright Handbook: How to Protect &
Use Written Words* by Stephen Fishman, NOLO,
8th Bk&Cdr edition (2005)