



Charles Darwin University Press

Design Checklist - 2009

This document outlines the requirements for design/layout of manuscripts and covers for forthcoming CDU Press titles.

1. Front Cover

Must have:

Title and author's name prominent

Might have:

Logo + 'Press'

(NB: no front cover blurb)

2. Back Cover

Must have:

- Blurb: 1-2 paragraphs about the book
- 1-2 sentences about the author/editor
- Logo + 'Press'
- Barcode and ISBN-13

Might have:

- List of contributors
- Short quote from reviewer

3. Spine

Must have:

Title and author's name

Logo Crest and 'CDU Press' (if too thin for crest, then just 'CDU Press')

4. Logo

High resolution logo files are available from CDU Press.

4. Title page

Must have:

Title and author's name

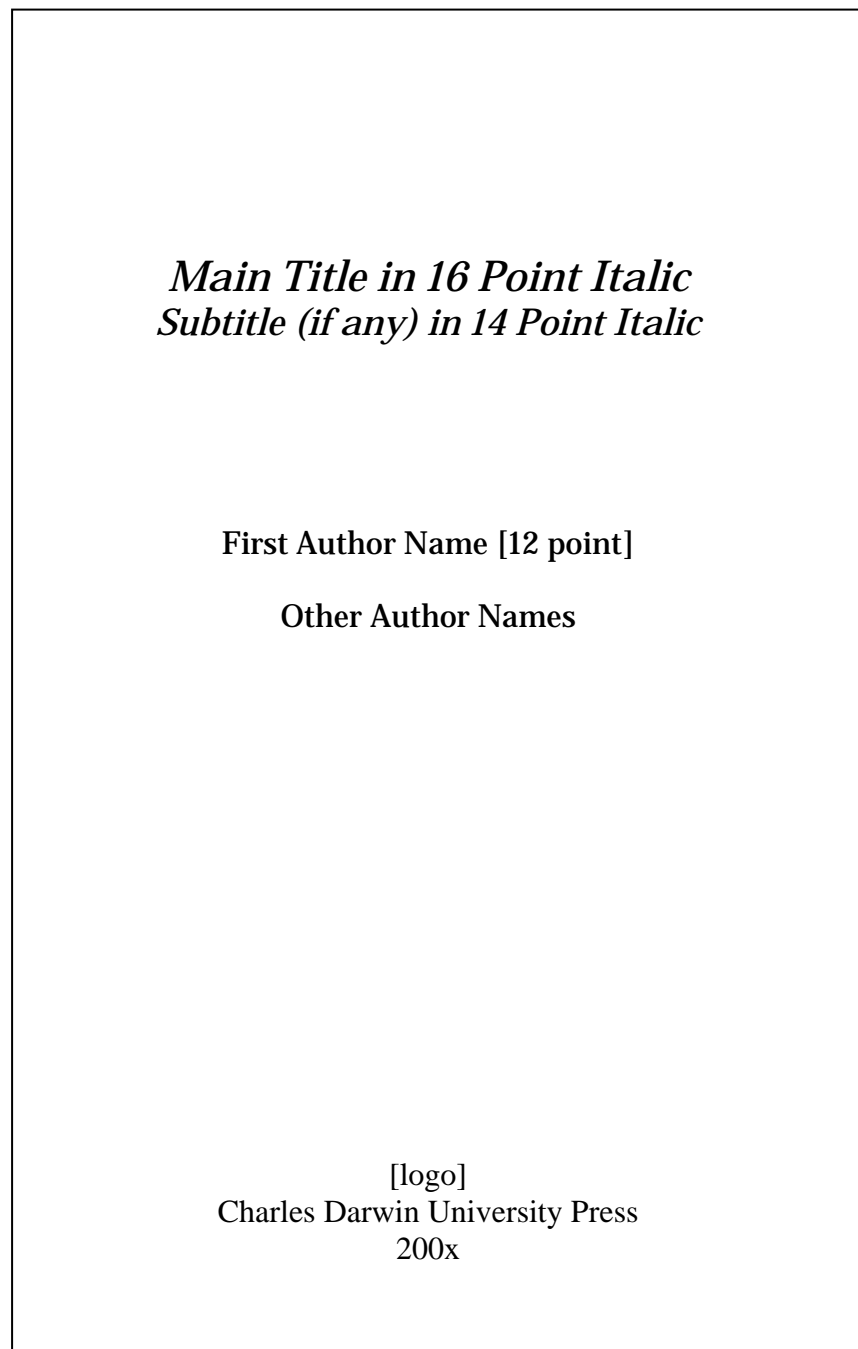
Logo + 'Press'

Year of publication

(and nothing else)

- While the choice of font may vary, the standard layout is shown in Figure 1:

Figure 1: Standard information required on CDU Press Title Page



5. Imprint page

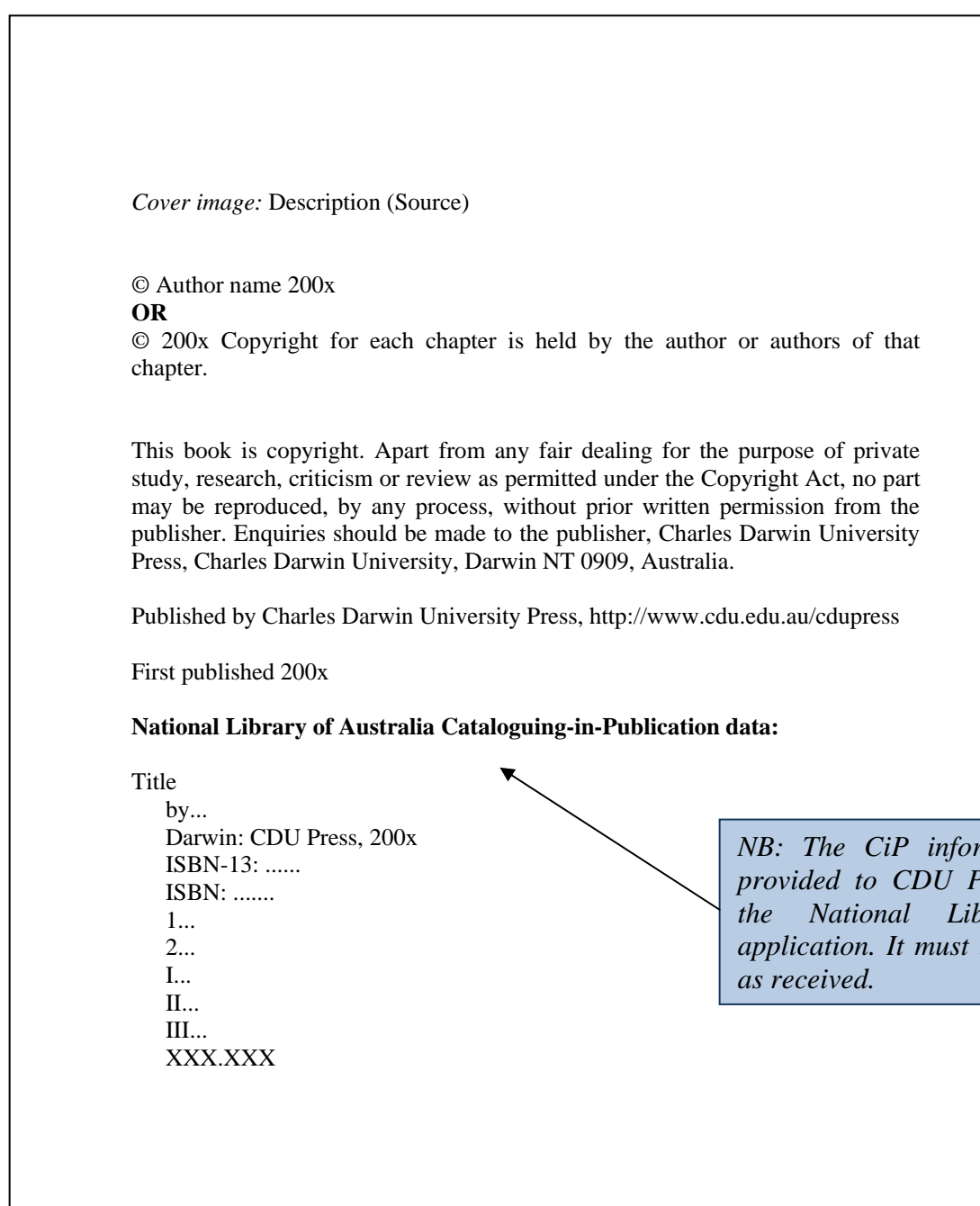
Must have:

- 'First published' Year
- Copyright line
- Copyright statement
- Publisher address and website
- Printed by
- Cataloguing-in-Publication data (includes ISBN-13)

Might have:

- Cover image information

Figure 2: Standard information required on CDU Press Imprint Page



6. Main Text

General requirements

- ☀ Text manuscripts are to be submitted in .pdf format following these formatting guidelines. Authors unable to create .pdf files should contact CDU Press.
- ☀ Submissions not properly formatted may be returned to the author and may lead to delays in publication.
- ☀ *Supporting files:* Any additional image files may need to be provided in high resolution (300dpi) .jpg.
- ☀ *Style:* Authors are encouraged to use the Australian Government Printer Style Manual, but may elect an alternative as long as they use it consistently throughout.

Page Layout

- ☀ *Page Layout:*
 - Page size: Generally B5 (250mm x 176mm) or A4, by consultation with CDU Press
 - Margins 2 cm, with 1cm gutter on inside edge
 - Single spaced
 - Left-justified, full justification
- ☀ *Type face / Font:*
 - Times New Roman/Georgia/Garamond/Palatino font, 10 point throughout (12 point if A4 size)
 - Bold for subheadings
 - Italics for emphasis
- ☀ Underlining used only for hyperlinks
- ☀ *Running head* to be justified to the outer edge of each page, with short title in 10pt, italic
- ☀ *Footer:* The standard footer is a single line with the page number provided on at the outside margin (or alternatively centred) in 10pt, italic, same font as main text.
- ☀ *Hyphenation:* No line-break hyphenation
- ☀ *Quotation Marks:* use single quotation marks (double for quote within quote)
- ☀ .pdf files should include the relevant images/charts/figures/tables where appropriate and appropriately labelled.
- ☀ Where submissions include *special characters*, the author needs to make sure that these have reproduced correctly in the .pdf file.
- ☀ Authors may elect to use specially formatted chapter headings as long as they are consistent throughout the manuscript.

First Page of Chapter

- ☀ The first page of text should start with:
 - Title – 14 point, bold, centred
 - Contributor(s)'s names (where appropriate) – 14 point italic centred

Notes and References

- ☀ *Notes* – use end notes not foot notes.

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- ☀ *References* must be consistently formatted throughout, using an appropriate style. The aim is to ensure that readers can easily consult the reference through an academic library. The Editors recommend:
 - either the author-date system, e.g. (Surname, Year, page)
 - or endnote style
 - with a full alphabetical list of references provided at the end of the manuscript

Figures, Tables, Images

- ☀ *Figures* – illustrations, tables, diagrams, samples, images should be placed within the text at the appropriate points and include appropriate numbering, captions and source information.
- ☀ *Colour*: For print editions, there is generally a requirement for nil or minimal use of colour, in order to keep printing costs viable.

Contributor List

- ☀ Edited volumes made up of chapters by different authors should include a Contributor List, providing a short paragraph on each author, including their affiliation at the time of publication.