

CHAPTER 2 EDITING

Books to be published by UMP will be given substantive as well as copy editorial by our internal editor or an external editor appointed by the Manager of UMP. Once appointed the said editor will have to abide by the terms and conditions set by the agreement. (Terms of the agreement is attached as appendix).

Editors are to follow UMP's house style. The Manager of UMP reserves the right to request the editor to stop editorial work if it is found that the quality of editing is wanting or contravening the work ethics of the editor or is not consistent with UMP's requirement.

In discharging his/her duties, the editor should adhere to UMP's style and maintain consistency. In general, editing can be done in two ways, i.e., substantive and copy.

Substantive editing. This type of editing may call for suggestion in the organisation of manuscript in general, such as rewriting of certain phrases or paragraphs, or a different way of presenting the materials. An experienced editor can discern the appropriateness of a writer's presentation, repetition, nuances and the like. To be able to do that requires skill.

Copy editing. This is a very important job and time consuming. It requires attention to detail and high level of commitment. The editor's job is to look for consistency in the writer's presentation.

Style sheet. To ensure consistency or standardisation the editor is advised to have a copy of style sheet which can be used to record details that could be referred to in order to achieve standardisation. Style sheet records words entry, alphabetically arranged, with page numbers noted every time the entry reappears.

Markings on manuscripts. Editors should use symbols that can be easily internationally understood. The instructions should be clearly understood by type-setters.

Time frame. Editors are given three (3) weeks to complete the job. After the dead-line, the editors are expected to send the manuscripts to UMP at their own expense.

Once editorial work is completed, editors are expected to read the manuscript at least once before UMP decides on the rate of payment.

TYPE SETTING

UM will arrange type setting, either using internal resources or via out sourcing. The type setter is expected to complete lay-out work according to UMP's specification. The type setter is also expected to work in accordance to terms and conditions specified and within the stipulated time, normally two weeks.

Book size. UMP decides that it produces books in any one of these three sizes, that is:

- a. 5.5 x 8.5 inch for books less than 200 pages
- b. 6 x 9 inch for scholarly books exceeding 200 pages
- c. 7 x 10 inch for text and pictorialbooks.

Arrangement of pages for the text. Pages for text is between preliminary pages and end section. The text section should be longer than the two sections.

For standardisation in the lay-out of the texts, several points should be noted:

- a. Title of the chapter. Title of all the chapters should begin on recto page. The title should be typed in bold typeface. The chapter number should be at the centre of the title of the chapter.
- b. In the case of an anthology, the name of the author should be written below the title of the chapter or the short story and typed in bold.
- c. The paragraph immediately after the title of the chapter or its sub-title should begin without an indent. The second and subsequent paragraphs should be indented.
- d. Every sub-title should be written in huruf ayat (?) and in bold
- e. Running head should be printed on all pages of UMP's books with the following arrangements:
 - i. Use title of the book for verso pages. Use capital letter in small size.
 - ii. Use the title of the chapter on recto pages.
- f. The break-down of textual material should be according to the following order:
 1.
 2. ...
 - b. ...
 - i. ...
 - ii. ...
- g. All illustrations should be numbered following the chapter. E.g. Table 2.1 refers to the first table in chapter two (2).
- h. All footnotes should be on the same page as where the note appears. Font size of the notes should be smaller, normally 8 or 9 points.
- i. Quotations in English exceeding four lines should be a paragraph of its own with a right and left indent. The typeface of the quotation should be in italic 8 points. If the quotation is less than four lines, it should form a part of the previous paragraph and use the quotation marks and in italic.

Organisation of end section / matters.

End section is the reference section to facilitate readers in further understanding of the text. Not all books especially creative works need to have this section,. General and academic books require the section to be included, for further reference by the readers.

All end sections are typeset using the same typeface as the text. Amongst elements that form the section include:

- a. **Biodata** of the writer. This section is appropriate for books with more than one writer, as in the case of an anthology or compilation of working papers. The biodata of the writers should be standard to include pen-name (for creative work), academic qualification, experience, other works, and special achievement.
- b. **Appendix**. The appendix is a supporting material to the text, included in the book as a further reference. If more than one appendix is used, then it should be numbered as Appendix 1, Appendix 2, and so on.

- c. **Bibliography.** A bibliography is a list of reference used by the writer in the course of preparing the manuscript. A standard form of preparing bibliography is as follows:

Adnan Nawang. 1994. *Za'ba: Patriot dan Pendeta Melayu*. Kuala Lumpur: Yayasan Penataran Ilmu.

Butcher, Judith. 1975. *Copy-editing: the Cambridge Handbook*. Cambridge: Cambridge University Press.

Kaiser, Ernest. 1964. The Literature of Harlem. J.H. Clarke (ed.). *Harlem: A Community in Transition*. New York: Citadel Press.

Minnich, Jerry. 1971. *Approaching the Librarian*. Scholarly Publishing. Jan.

- d. **Glossary.** Glossary is a list of words and terms that are used in the text and their meanings, to provide a better understanding. The words and terms are to be arranged alphabetically, with every entry typeset in italic and their meanings in roman.
- e. **Index.** Index is a list of entry consisting of proper nouns or fields mentioned in the text and the page the entry appears. The objective is to assist the readers in making a quick reference to a particular entry. Index is only appropriate for academic books, and index used for books by UMP is general index which consist of common nouns, proper nouns and important subjects. Ideal font size for index is 10 point.

Typeface.

The following typeface will be used for all books published by UMP:

- a. General book, Book Antique 11 point
- b. Academic book, Palatino 10 point

LAYOUT AND ILLUSTRATION

Cover layout and illustration is usually outsourced. The Head of UMP decides the artist considered suitable and able to complete the job to UMP's satisfaction. The artist shall be paid according to the rate to be fixed by the publication committee of UMP.

UMP decides that only the following information shall be included on the front cover of the book:

- a. **Name of the author** at the top most section, using small lettering. If the book is an edited work, the name of the editor appears below the title.
- b. **The title of the book** appears below the author's name, in block lettering. The sub-title of the book need not be printed on the cover.

UMP's logo appears at the corner on the right at the bottom of the cover. The size of the logo shall be the same for book sizes, and the name of UMP does not have to be printed.

The spine shall have the following information, printed in this order:

- a. Title of the book. In capital letters
- b. Name of the author or editor. In small lettering
- c. UMP's logo

On the back cover, only one of the following information shall be printed:

- a. **Blurb** which extracted an interesting part of the text. A blurb cannot exceed more than half of type size area.
- b. Blurb which summarises the content of the book.

Bar code and ISBN shall be printed on the bottom end of the back cover.

PRINTING

Books published by UMP shall be printed in-house or outsourced if necessary. In the event of outsourcing, UMP shall make offers to printers who can best meet UMP's specification.

Printers who wish to enter the tender shall submit a quotation to UMP officially with all the necessary details. The publication committee reserves the right of choosing the printer.