

# AMS BOOKS FORMATTING GUIDELINES

## (For Submission to Production)

### MANUSCRIPT

- All text files should be delivered in Microsoft Word, where text is double-spaced and in 12-point Times New Roman or a similarly common font.
- If the articles/chapters are submitted together in one file (as may be appropriate for some smaller books), each article/chapter must start on a new page. When articles/chapters are provided as separate files, please use the following naming convention: ProjectName\_ch01.doc, ProjectName\_ch02.doc, etc. (where “ch” stands for “chapter”).
- Figure files should be provided separately rather than embedded in the manuscript file; however, the manuscript should include placeholders in the text near where each figure should be placed. Figure captions should also be provided; this can be in a separate document or inline with the text where the figures are to appear. See below under “Figures” for figure naming conventions.
- Monograph article or chapter elements may include an Abstract, Introduction, Body, Appendices, and References. *Note: There should be consistency across all articles/chapters in the type and order of elements included, even if (as is often the case with a monograph) each chapter has a different author or authors.*
- For monographs, section and subsection numbering should be consistent across all articles/chapters and should follow AMS journals style (see AMS journals Web site). For books, headings and subheadings needn’t be numbered; most of the words in first-level headings should be capitalized, second-level can be sentence-style, third-level can be indented, and take care to use parallel structure and consistent capitalization and punctuation in bulleted or numbered lists. When we get to page layout, some of these specifications may change, but we need to recognize the intended level of each heading in order to set them correctly.

### FIGURES

- Acceptable figure file formats are: TIFF, EPS, JPEG, and PDF.
- Figures must be provided in color if they are to be printed in color.
- Figure filenames should follow the convention: ProjectName\_Ch01\_Fig1.eps, ProjectName\_Ch01\_Fig2.eps, etc.
- If figures are taken from another source, authors must seek permissions from the copyright holder to reprint the material. Permissions must be forwarded to AMS, including the required acknowledgment, if applicable. You may request from the books department staff permission forms to send to copyright holders. (Contact Beth Dayton at edayton@ametsoc.org.)
- The following are guidelines for figure resolution:
  - Monochrome (1-bit) images: Common examples are graphs and charts made of solid black and white with no gray values. The preferred resolution for this type of image is between 1,000 and 1,200 dpi at publication size.
  - Halftones: Common examples are color or grayscale figures containing images only with no text or thin lines. The suggested minimum resolution for this type of image is 300 dpi at publication size.
  - Combination halftones: Common examples are color or grayscale figures containing halftone and line-art elements. The preferred resolution for this type of image is between 600 and 900 dpi at publication size.