



Yale University Press 302 Temple Street New Haven, CT 06511

FREELANCE DESIGN CONTRACT

19 December 2014

Designer: Lindsey Voskowsky

Title: Hitler at Home

Author: Stratikagos

Description: design for interior pages + jacket

Agreed fee: \$5,000 (Note: we will supply you with FedEx shipping labels and/or our UPS account number for shipping material to us. Any other additional costs will require prior approval by Yale University Press.)

Specs: 6 1/8" x 9 1/4"; 344 pages (328 + 16 p insert with 4/C + text); 13 4/C as an insert + 71 B+W; case-bound, jacketed

Projected Schedule:

Sample page material to you with all art: 10/3/14

Sample pp due: 11/5

Sample pp approved 11/30

Release of final manuscript for layout: 12/1/14

Preliminary pages for art review: 1/20/15

Pp back to you for art changes: 1/28/15

First pp for indexer and proofreader: 2/10/15

First pp back to you for text changes: 3/1/15

Rev pp to YUP: 3/24/15

Final pp to printer 4/13/15

Yale University Press Production Manager: Mary Mayer

All design and editorial direction will be managed, coordinated, and approved by Yale University Press. The Press will serve as liaison between the designer and author/museum.

TEXT DESIGN:

Includes fee for sample design pages of interior (with up to two rounds of revisions if necessary), preparation of complete composition specifications, and sizing of illustrations.

ELECTRONIC MECHANICALS:

Includes fee for providing PDFs (as spreads) of preliminary pages for art and layout review; for 1st pages, includes 1 set of PDFs as well as electronic files and fonts. Design changes to 1st pages are included in the fee according to this contract. See attached guidelines for more information.

COMPOSITION:

To be done by the designer. Two rounds of text corrections included in this fee; if AA's are deemed excessive, corrections will be paid at an hourly rate to be mutually agreed upon in advance.

JACKET/COVER DESIGN:

Includes fee for preparation of up to three cover/jacket comps, typesetting, and preparation of electronic mechanical, binding die mechanical, and binding specifications. *Designer must consult with production manager before completing final binding specifications and jacket/cover mechanicals*

** One third of design is billable upon approval of sample designs, one third upon submission of first pages, and one third upon submission of final page layouts. Payment will be made by Yale University Press upon submission of a formal invoice. Upon receipt of books into our warehouse, you will receive three complimentary copies.*

Please sign and return to Sarah Henry
By fax @ 203 432 4061 or email

Lindsey Voskowsky 1/3/15

Yale

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GUIDELINES FOR FREELANCE DESIGNERS AND TYPESETTERS

GENERAL PROCESS

- YUP will provide specs (trim, number of pages, number of images); any changes to the specs need to be discussed and approved prior to presenting sample page layouts.
- Sample pages: YUP will provide low-res art and sample manuscript for the preparation of sample pages. This sample manuscript contains all elements that will appear in the book, and as such, it is important that the sample pages include this complete text. YUP might also send the full unedited manuscript for reference. Sample pages may be sent as PDFs (as spreads for viewing on screen, and as single-pages for printing out). Please also include the basic specs such as trim and fonts. Presentation meetings (or conference calls) are scheduled on a case-by-case basis, but are generally only needed for museum publications.
- Once sample pages are approved, the final manuscript will be submitted for typesetting. Once the layouts are complete, please send PDFs of the preliminary pages (formatted as spreads); these layouts will be reviewed for art (sizing, cropping, placement, etc.) and any other layout issues. Once any art issues are addressed, 1st pages should be sent as PDFs, together with the InDesign files and fonts. We will proofread and index from these layouts, so after this point text and art changes should be kept to a minimum: widows, line breaks, and rag should be addressed before submitting 1st pages.

TYPESETTING

- When the final manuscript is submitted, it will be sent together with a code sheet. The manuscript has been coded to reflect both our house style, as well as possible idiosyncrasies unique to each project. Follow the editor's style for all text: no textual or coding changes should be made without first discussing with YUP.
- Please re-set the frontmatter text (do not use the FM from the sample pages), as it is not uncommon for titles, headings, chapter names, and/or other elements to change during the editing process.
- Folios: Roman numerals should be used in the frontmatter, and Arabic numerals for the body text and backmatter.
- Small caps: Please note that various abbreviations and acronyms may be coded for small caps (<sc> and </sc>). If you find other instances of text that you feel would be better presented in small caps, kindly clear this with us before making the changes. Please ensure that all changes are made consistently (e.g., if you decide in consultation with YUP to change "D.C." to small caps in captions, make sure that all such instances of "D.C." are changed). Also note that for readability we prefer to retain full caps for italic type, especially in the notes and bibliography.

- Hyphens: If manually adjusting line breaks, do not insert hard hyphens, as the extra characters may cause problems if text later reflows (or the book is converted to an e-pub).

LAYOUT AND ART

- Avoid blank rectos (though blank verso pages are allowed)
- Art files: FPO art files will be provided, organized and labeled per the callouts in the text. (The high resolution files will have the same file names to allow for an electronic swap.) If art was provided as reflective art or transparencies, we may ask you to swap in low-res markers created by the printer.
- Art placement: Sizing and cropping instructions will be provided on an art log, and should be followed wherever possible. Figures should ideally appear on the same spread as their text callouts, or soon after (preferably within a spread); avoid, whenever possible, having the art precede its text callout. If you wish to size art larger than what the resolution of the file will support, please notify us: we can investigate whether a larger version might be available.