

Fonts

If your content uses any special characters such as Greek letters, linguistic symbols or non-standard accents, it is essential that you use a Unicode font when creating your typescript, and provide us with a matching PDF displaying all characters correctly.

Fonts are subject to copyright restrictions, so please do not supply a font with your typescript - we cannot legally use fonts for which we do not have a licence. Instead, please let your Commissioning Editor and Content Manager know which font(s) you have used, providing a URL for any fonts which you have obtained via the Internet.

Unicode

Unicode is a universal standard for encoding text, in which each character used in each language worldwide has a unique identifier which can be read by any computer.

Use of Unicode fonts enables us to convert the characters to the Unicode font that we will use in your published content (printed book, ebook, sample content on our website, etc.). If you use a non-Unicode font in the files you submit to us, our typesetters will have to convert each character to its Unicode equivalent manually, and there is a strong risk that errors will be introduced. Please do not use combining characters. If you need to use private Unicode characters please contact us first.

The most commonly available Unicode fonts and the ones we recommend are Arial Unicode MS, Times New Roman and Lucida Sans Unicode. The first two listed are ideal choices (including for typing polytonic Greek) and using them will ensure a more efficient conversion by the typesetter involving less manual intervention. Note that the Arial Unicode MS has a far wider range of characters than Arial, although the latter is also a Unicode font. The Symbol font is not Unicode-compliant so please avoid using this font.

We will convert any font you supply to the font used in the book's design, so the look of the font is unimportant as long as it is Unicode.

To access special characters in Microsoft Word, select Insert → Symbol from your toolbar. In the Font dropdown menu, select Arial Unicode MS or Times New Roman (or your chosen Unicode font, ensuring the dropdown labelled 'from' shows that Word is indeed using a Unicode character set).

If you have any queries about Unicode fonts, please contact your Commissioning Editor or Content Manager.