

Special Characters

If your manuscript has special characters, such as carons/haceks, hamzas, and characters with dots under or over them, you must use a Unicode font to create your manuscript. **Do not input your special characters in a non-Unicode font and then convert them to a Unicode font, as this can cause errors.**

Unicode

Unicode is a standard method of encoding character information so that computers regardless of platform (PC, Mac, Linux, others) or application interpret accurately the number identifier assigned by Unicode to each character. Prior to Unicode there were many different encoding schemes, which caused inconsistencies when files were moved from system to system.

Unicode fonts

Fonts with Unicode encoding contain a thorough character set for multiple languages (English, German, Russian, Chinese, Arabic, Hindi, etc.) or function (mathematics). When preparing manuscripts for publication it is very important to use Unicode fonts. This may mean having to acquire new fonts that contain the correct character set used in the manuscript.

Unicode fonts are essential in today's publication workflow. Print books are not the only products generated. Web PDFs, EPUBs, and archival XML are created in addition to print books. Some books are put online for sharing as HTML. All of these options are displayed on different systems with different applications. Unicode is key to making it happen.

If a non-Unicode font is used errors may be introduced into a manuscript when the manuscript is converted for typesetting. These errors can result in a wrong character substitution or simple omission. Depending on the scenario, such errors can be very numerous and time-consuming to repair.

Where to find Unicode fonts

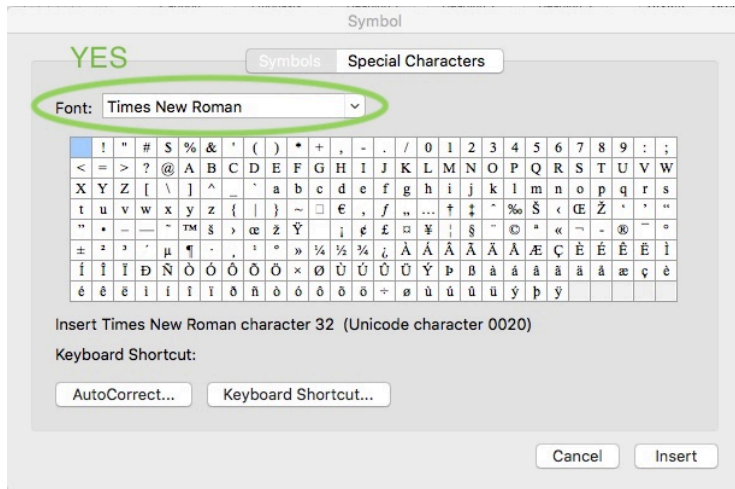
On your PC or Mac, **Times** and **Times New Roman** are Unicode fonts that contain a broad representation of characters for most uses.

Google's Noto fonts are a good, free general alternative (<https://www.google.com/get/noto>). Noto has a variety of Chinese, Japanese, and Korean fonts available in serif and sans serif styles.

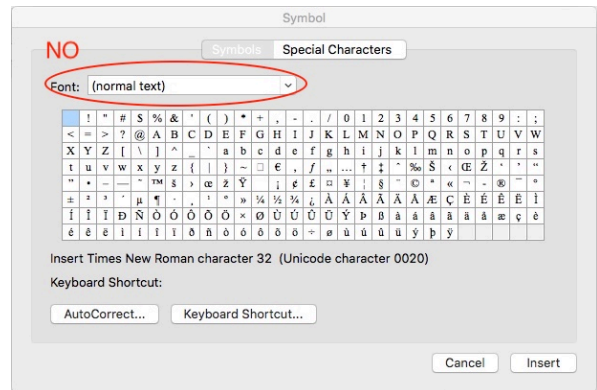
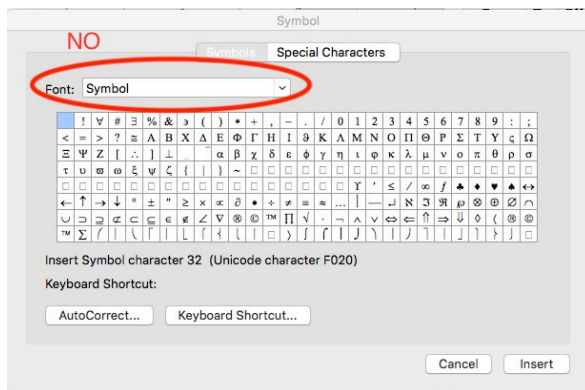
If you require specialist fonts in different languages, SIL Fonts are a great free option (<http://software.sil.org/fonts/#unicode>).

Symbol function

If you use the Advanced Symbol (Mac) or Insert Symbol (PC) function to add a special character, the font choice at the top of the symbol palette must say **Times** or **Times New Roman**.



Do *not* use the **Symbol** font or the **(normal text)** font.



Character Viewer/Character Map

If you insert special characters through the Character Viewer (Mac), the font of your file must be Times or Times New Roman. If you use Character Map (PC), select Times or Times New Roman as the font.

