

Fonts



Fonts

Fonts are a key tool in publishing, they are the ‘public face’ of our content and bring consistency, quality, and distinctiveness to our products, your books. They are a licensed item and can only legally be used with an appropriate and valid licence for that usage.

Fonts are protected intellectual property - each font has been developed by foundries or individuals who can claim copyright and other associated rights over them. With the advent of digital publishing, these rights have become even more complex. It is very important that all fonts at CUP&A are used under a valid licence to avoid liability in damages for infringement of third-party intellectual property rights.

Most fonts are subject to copyright restrictions. Please do not supply a font with your typescript as we cannot legally use fonts for which CUP&A does not have a licence.

Fonts that have an Open/SIL licence may be usable (see below for detailing these fonts to your Commissioning Editor and Content Manager).

Fonts come in three types, True Type (TT, TTF), Type 1 (Postscript font, PS), and Open Type (OTF). As of 1st January 2023 Adobe will cease support for Type 1 fonts. This means that any Type 1 font being used by an application file that is then generated as a PDF via any Adobe software will no longer render into the PDF, meaning it cannot be used.

Fonts licensed for use by CUP&A

CUP&A is licensed to use Adobe Font Folio 11.1 with a licence for ‘print and preview’. A complete list of fonts contained within the folio can be found [here](#).

Operating System (OS) and software fonts

Fonts bundled with software (i.e. Photoshop) or OS fonts can only be used for personal use or in PDFs for printing or flat PDF ebooks.

The majority of fonts bundled with software may require an extended licence to be purchased to allow their use in commercial content, print PDFs, reflowable ebooks, apps, web pages, etc. Be particularly aware of Microsoft fonts, as most of these will require an extended licence.

See below for detailing these fonts to your Commissioning Editor and Content Manager.

Author submission of content

There are three main ways of submitting your content to Cambridge:

1. Word manuscript/typescript

A Word manuscript that will be formatted and typeset into a text design. For Word submissions the following is important:

- 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. More information on [Unicode](#) is referenced below.

2. LaTeX

As LaTeX source code with accompanying author generated PDF. For LaTeX submissions the following is important:

- All fonts used should be a font CUP&A already holds a licence for (in the [Font Folio](#)) or an open font that has no licence or Open/SIL licence (for example Computer Modern). Fonts commonly used with LaTeX can be checked for appropriate licences [here](#), and the LaTeX font catalogue is [here](#).

- All fonts used **must be** OTF or TT/TTF, and **not** Type 1/PostScript fonts. Type 1 fonts will no longer be supported by Adobe from 1st January 2023 – they will not render into the PDF file and will not print.
- If you have agreed with Cambridge to supply a final print-ready PDF and this is generated from Latex directly, i.e., without the use of Adobe software (Distiller) then type 1 fonts will continue to work. However, we strongly advise that OTF or TTF are used in all instances to ensure any issues are avoided and the file is future-proof.

3. Final PDF

As a fully formed typescript, traditionally set in InDesign, supplied as final PDF files, and/or a final cover artwork. For final PDF submissions the following is important:

- All fonts used should be a font CUP&A already holds licence for (in the [Font Folio](#)) or have an Open/SIL licence.
- All fonts used **must be** OTF or TT/TTF, and **not** Type 1/PostScript fonts. Type 1 fonts will no longer be supported by Adobe from 1st January 2023 – they will not render into the PDF file and will not print.

It is important that you inform your Commissioning Editor or Content Manager of any fonts you wish to use that CUP&A does not have a licence for and supply a list of fonts used or proposed to be used. Please supply a URL for any fonts you have obtained via the internet. This needs to be supplied as early as possible so we can determine if we can use these fonts. Where the font cannot be used, we will be able to suggest alternative fonts on most occasions.

If we do not own a licence for a requested font, or its licence does not permit the proposed usage we may not be able to use that font, and an alternative OT font will be used.

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', then '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.

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 [cambridge.org/authorhub](https://www.cambridge.org/authorhub)



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