

Manuscript Submission Guidelines

As part of your comprehensive publishing package, our designers will format your manuscript into a quality book, be it an educational textbook, self-help instructional guide, nail-biting thriller, romantic novel, tear-jerking saga, or spine-tingling ghost story. To make sure we understand any special formatting requests you may have and to ensure a smooth design process, we ask that you adhere to the following guidelines as you prepare your manuscript.

Your manuscript must be submitted electronically as a Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) file. The manuscript must be submitted as one file (i.e., all chapters of the book, any front matter, foot-notes, acknowledgements, dedications, etc., must be submitted as a single file).

Preparing Your Manuscript

We prefer you prepare your document using a standard type font such as Times or Arial. There are numerous alternates for these, such as Century, Times Roman, Helvetica, Univers, etc. Those are okay as well, just nothing that is not available as an industry standard or generic typeface. We also prefer you use 12 point type size throughout. *Some of our staff is too old to read anything smaller.* Larger point sizes just waste space and paper. If you must **bold face** some things, or *italicize*, or even underscore, do so very judiciously. And, if you don't know what judiciously means, then stick to reading rather than writing.

We ask that you format the document on a standard page size of 8 ½ x 11. Set for **flush left only**. We don't want to deal with hyphens just yet. (That doesn't mean you shouldn't hyphenate all words that require hyphens.) Set your side margins at 3/4" to 1", and top and bottom to 3/4" as well. Line spacing should be set to 1.5 and remember to insert a double return when you are changing the scene or P.O.V. in your novel. Never use more than two paragraph (hard) returns. We'll talk later about paragraph indentions, chapter headings, and other things like chapters always starting on the right hand page and if you prefer the left hand page before a chapter to remain blank. *You didn't realize how difficult it can be to format a book, did you?*

Helpful Hints (We're serious about this)

- The space bar should only be used to add single spaces between words. DO NOT manually indent your paragraphs. And please use MS Word's alignment tools (Center, Align Left, and Align Right) to align text.
- DO NOT justify your text, set your paragraph style to flush left.
- Only hit the return/enter button at the end of a paragraph. Word-processing programs will automatically carry text to the next line - you do not need to hit enter at the end of a line.
- Use a single space after closing punctuation. Double spaces are not needed or welcomed as it creates an awkward hole in your text.

If you have special formatting preferences, we ask that you indicate these preferences using **formatting tags**. The following items are examples of design elements that would require formatting tags:

- block quotes

- text boxes
- non-standard bullet points (e.g. heart-shaped symbols)

For example, if you would like to indicate a block quote, you would do so like this:
[FORMATTER_BEGIN BLOCK QUOTE HERE]

 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras id libero iaculis, aliquet nulla sed, pharetra velit. Pellentesque sodales erat et sem vulputate interdum. Vivamus rutrum leo ac sodales adipiscing. Morbi tristique purus at mi mattis, accumsan mattis nunc posuere. Nulla facilisi.

[FORMATTER_END BLOCK QUOTE HERE]

Your designer would then know to off-set the text between the tags as a block quote. The following design elements do not require formatting tags:

- Bold, underlined, and italicized text
- Text spaced using MS Word’s alignment tools (e.g. Center, Align Text Left)
- Chapter headings (e.g. Introduction, Chapter 1)
- Bolded subheads
- Bullet points or numbered lists made using MS Word’s “Bullets” feature

Submitting images

Images include any photos, charts, tables, or graphs (anything that is not primarily text). All images for placement in your interior should be uploaded to your author account as separate files in PDF, JPEG, or TIF format. All image files should be high resolution (at least 300 dpi). Charts made in Excel may also be accepted as separate files.

Please remove images, charts, tables, or graphs from your manuscript file. Then note where you would like the image placed in your manuscript with the use of a **formatting tag**, as follows:

[FORMATTER_Insert FileName.jpg here]

The name of your image file should match the file name listed within the tag. Please note your captions with a **formatting tag** also. For example:

[FORMATTER_Caption: Write caption text here.]

We’ll offer suggestions, you make the choice

At the end of the day, it is your book; you make the choices on how it will look. Once we understand the nature of your book, be it a scientific text, a science fiction adventure, or a Jim Patterson-wanna-be, we’ll take a small amount of your text and create a sample chapter head along with a page or two of text, combined with a suggested header and page number placement. We’ll send you a pdf of the format and you can actually see your book in print. We may suggest one or more fonts, format styles, page number placement and then let you approve it or change it.