MyBookDesigner.com

How to prepare your manuscript for our graphic designer to format your book: These are general guidelines. If you do not know how to do some of these things you can either learn how or we can take care of them (there may be additional charges). Guidelines:

1. Provide a **FINAL manuscript** with ALL corrections, edits and proofing completed. (if you'd like us to set up your manuscript, spell check, proof or edit, be sure to let us know).
2. **Hit the Enter key** just **one time** at the ending of a paragraph, with the exception of the title page. For page breaks, use the **Page break command.** Extra Enter key hits have to be taken out by you or by us.
3. **Use extra wide Line spacing** if you wish for editing and proofing. Change to single line spacing before sending the manuscript to us.
4. **Put special formatting elements** into the regular text flow. **Do not add text boxes**, which would have to come out. Communicate with instruction placed between brackets, how we should handle such elements (ex: <place the following quote in a gray box>)
5. Use your word processor's command for **first line or no first line indent.** Do not use a tab key or they will have to be taken out by you or by us.
6. For a printed book remove any **Active Hyperlinks** in a manuscript (they are blue text with underline). For an ebook you can leave them in.
7. Provide the list of words, if you have a **word Index**, complete with first letter both in uppercase and lowercase, include plurals if appropriate, and in alphabetical order.
8. **Identify in the manuscript** for the graphic formatting person (make obvious with styles or communicate in brackets):
    o **Heading 1** - which ones are the <u>main</u> titles/headings?
    o **Heading 2** - which ones are <u>sub-titles</u>/headings and how are these formatted (if you have any preference of left, centered, italics...)?
    o **Heading 3** - which ones are <u>sub-sub titles</u>/headings and how are these formatted?
    o Any **bold**?
    o Any **italic**?
    o **Spacing** requirements or preferences in general or specific sections?
    o Location of all **charts, graphs, images**. - These graphics will need to be provided individually as a 1 megabyte jpeg, eps, psd or tif by email or disk.
    o Any **side bar text** (do the same thing as previous point, and communicate that its side bar text).
9. **Provide the cover image** - do you have an image you want to use for the cover? If not, we have an account with Shutterstock.com, istockphoto.com and dreamstime.com . You can choose an image and provide us with the image number. (Image editing or Multiple image compositing is an additional charge.)
10. **Provide the Back cover text** –book description, author pic or short bio, maybe reader endorsements. Consider what fits and what will help sell the book.
11. **Communicate any Color preferences** for the cover

Phase 1: The **Manuscript Writing** Phase. This is what the author and/or the editor does prior to sending the file to us for formatting. It's the phase in which ALL author initiated or editor initiated edits are made and completed. The exception is that we do the proofing/editing.

Phase 2: The **Formatting** phase. The graphic designer (that's us) will begin the layout and formatting phase when you, the author, consider the manuscript to be the final version and provide us with the printing company name and the book dimensions. You will receive a 2 chapter sample of the formatting within a week. Let us know of minor changes or preferences. Upon approval of the sample, the graphic designer will format the remainder of the book.

Phase 3: 2 Rounds **proofing** (pdfs) for accuracy. If there are edits after the formatting phase begins and during the final rounds of pdf proofing, these should only be related to lay-out and formatting. If there are extensive (over 25) author initiated content edits there will be additional fees charged at the normal hourly rate for editing.

Cover Phase: Anytime. The cover can be done at any time once we have a cover image and color scheme. Text copy fully edited should be provided to the graphic designer. Whether you purchased a cover package with 1, 3 or 5 custom design layout options, you will have the opportunity to make 2 minor revisions to the chosen cover concept (font style, color, placement of text). If you have requested a composite image created for your cover you this will be calculated by design time at the regular hourly rate.

Phase 4: eBook formatting. This is usually done after the print version, but can be done first or without a print version.

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CHECKLIST for book for PRINT: What is required from you, the client?

- ☐ A final manuscript - in Word doc form, set up as stated on page 1

- ☐ Copyright page - with ISBN. ISBNs can be purchased by us or by you from MyIdentifiers.com. We'll create the barcode if you don't have it.

- ☐ Cover image (if requesting cover design services) - a jpg, eps, tiff or psd file is required. Image size no less than 3 MB, preferably 5+ MB. May be purchased on stock image websites. We can discuss.

- ☐ Images for interior pages: must be emailed or sent on disk/flash drive, as individual jpgs no less than 1 MB. (images in the Word doc may stay in the document but are not sufficient for the formatting for print).

- ☐ Author bio and picture - (optional but recommended) for back cover or end of book.

- ☐ Book description - for back cover or flaps on a dust jacket cover for hard back.

- ☐ Book endorsement(s) (optional) - for back cover or first pages – be sure the name of the book is mentioned in the endorsement, rather than "the book" or "this book".

- ☐ Name of printing company - website address and/or contact information.

- ☐ Printed book dimensions & paper option – choose from among your printer's choices.

- ☐ Price of book – optional for the back cover barcode.

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CHECKLIST for ebook project: What is required from you, the client?

*An eBook includes an epub and mobi file designed with reflowable text to be read on a digital reading device like Kindle or Nook. Digital pdfs for computer viewing are also available.

- ☐ A final manuscript - in Word doc form, set up as stated on page1.

- ☐ Copyright page - ISBN is optional, but if using one, it must be different from the print version. Can be purchased from us or from MyIdentifiers.com.

- ☐ Book description - for eBook metadata (this is shown when someone does a search and your book displays on Amazon or Barnes & Noble).

- ☐ Keyword list - for eBook metadata (terms someone might use to search for a book like yours).

- ☐ List of preferred hyperlinks - we will create a linkable Table of Contents and hyperlinks for the first 10 website addresses/email addresses in your book. Let us know if there are others.