

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 Word doc text manuscript** with ALL text corrections, edits and proofing completed. Do not attempt to format your book for print, as that is what we do in a professional layout program. All we need is the text provided as per below if possible. No running footers or headers; just the text.
2. **Hit the Enter key just one time** at the ending of a paragraph, with the exception of the title page. **Do not use** the enter key to create page breaks; these will need to be removed by you, or by us. Instead, use the **Page break command**.
3. **Use double line spacing** for editing and proofing your manuscript if you wish. But, 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. You may communicate instructions to the formatter by using brackets. Example: <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 formatting person (make obvious with styles provided in your word processing program or communicate in brackets, ex: <heading 2>):
 - o **Heading 1** - which ones are the main titles/headings?
 - o **Heading 2** - which ones are sub-titles/headings and how are these formatted (if you have any preference of left, centered, italics...)?
 - o **Heading 3** - which ones are sub-sub titles/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 it's 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.) We do not have illustration services.
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: Manuscript Writing. This is what you do prior to sending the file to us for formatting. It's the phase in which ALL author initiated or editor initiated text edits are made and completed. **Do not** attempt to "format" the book other than to **clearly identify** which headings and special elements are in your book. (See #9 above). We do the formatting for print and ebooks, in communication with you for your preferences. If you format the book, we will need to remove your formatting to eliminate conflict with our graphic design lay out program.

Phase 2: Graphic Design Formatting. You send us: 1) the final version of your Word doc manuscript text, with title page and copyright page, including ISBN number; 2) any images or graphics; 3) the name of the printing company, and your choice of book dimensions; 4) a blurb or book description.

The formatting designer (that's us) will begin this phase by "cleaning up" your manuscript (removing your formatting to have text only; spell-check; removing extra hits on the enter key or the space key; removing tabs; changing hyphens when they should be en-dashes or em-dashes, etc.) The "clean-up" is required for a smooth import of your Word doc text into our professional graphic design book layout program. Whatever formatting you have used in your manuscript will be as a guide to us to identify elements that need to be formatted differently from regular body text.

You will receive a 2 chapter sample of our layout and formatting within a week. You will review the pdf provided and let us know of minor adjustments or preferences for the graphic design formatting. Upon your approval of the sample, the graphic designer will format the remainder of the book and provide you a pdf for review.

Phase 3: 2 Rounds of **review** are usually sufficient to thoroughly check for accuracy. If you have edit requests after the formatting phase begins and during the review of the formatted pdf, these should only be related to layout and formatting. Sometimes there are extensive (over 25) author requested content text edits for which additional fees will be charged for our time because only we can make these changes (when in Phase 3 it is too late to make edits to the Word doc manuscript).

Phase 4: eBook formatting. This is usually done after the print version. It can also be done before or in place of the print version.

Cover Phase: The cover can be done at any time. You will provide us with an image and/or preferred color scheme. An image for your cover can come from a purchase at a stock photo/art website, or a photo or from an illustrator (we do not have illustration services). You will also provide us text copy, fully edited for the back cover of the paperback, the flaps of a hardback, or the meta data for an eBook. We will lay out a sample cover and provide you a pdf or jpg to review. You will have the opportunity to make 2 revisions to the cover concept (font style, color, placement of text).

We will lay out the front, back and spine for printing, and include the barcode from your ISBN number.

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

- A final manuscript - in Word doc form, set up as stated above 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. Please refer to other books for copyright page samples.
 - Cover image (if enlisting cover design services) - a jpg, eps, tiff or psd file. Image size no less than 3 MB, preferably 5+ MB.
 - Images for interior pages: emailed or on disk as individual jpgs no less than 1 MB. (images in the Word doc may stay 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.
 - 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 cover.
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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. EBooks as digital pdfs for computer viewing are also available.

- A final manuscript - in Word doc form, set up as stated on page 1 above.
- Copyright page - ISBN is optional, but if using one, it must be different from the print version. Can be purchased from MyIdentifiers.com.
- Book description - for eBook metadata (this displays when someone does a search and your book comes up in 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.