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 we can help. No worries.

Guidelines for you:

1. **Submit your manuscript for formatting** only when it's a **FINAL** Word document with ALL writing, corrections, edits, and proofing completed. (If you'd like us to proof or edit the manuscript, be sure to let us know).
2. **Use extra wide line spacing if you wish** for writing, editing and proofing. We can make any spacing changes at our end.
3. **Identify the following elements** in some way for the graphic designer. You need not be concerned with the actual look of your book manuscript because we will set the styles. We just need to be able to identify the following:
   - **Heading 1s** - the main titles/headings
   - **Heading 2s** - sub-titles/headings
   - **Heading 3s** - sub-sub titles/headings
   - **Bold text**
   - **Italic text**
   - **Spacing** requirements if necessary for specific sections
   - **The position/placement of all charts, graphs, images**. Please email these as jpg attachments. They each need to be high resolution. They can also be: png, eps, psd, pdf, or tiff files.
   - **Side bar text**. It's helpful to make a note in the manuscript for any text that should be set apart in some way. Using brackets helps.
4. **For footnotes or word indexes** let us know if you need help setting these up.
5. **Double check your manuscript before sending to us for formatting.** Any manuscript resubmitted will incur additional fees.
6. **Communicate any preferred styles, ie.** Fonts, sizing, heading styles, colors if applicable, etc. There is no need to include these in the Word doc, simply tell us your preferences because we just need the text and graphics from you to layout into your book files.

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Book Publishing Process

Phase 1: The **Manuscript Writing** Phase. This is what the writer and/or the editor does prior to sending the Word doc file to us for formatting. It's the phase in which ALL author initiated or editor initiated edits and text corrections are made and completed. (If you need us to do the editing/proofing just let us know before we begin formatting the style for the book).

Phase 2: The **Formatting** phase. The graphic designer (that's us) will begin the layout and formatting upon receipt of the FINAL Word doc manuscript from you. We also need your preferred book size and the printing company you wish to use. You will receive a 2 chapter sample of the formatting within a week. Let us know of minor changes to the style and any preferences you have. Upon approval of the sample, the graphic designer will format the remainder of the file for a print-ready proof delivered to you.

Phase 3: 2 Rounds of **proofing** the print-ready pdf for accuracy. If there are corrections to be made in this phase, we make them. We place your text into a different software for book layout, at which time we no longer use the Word doc. You will communicate all text corrections to us to complete in our working file. Corrections mean another round of proofing as a "sanity" check before going to print.

Phase 4: **eBook formatting**. This is usually done after the print version in approved as final, but can be done first or even without a print version.

Cover Phase: The cover can be done at any time once we have a cover image, the edited text copy for the back cover, and your preferred color scheme. A cover image can come from you, an illustrator, or even stock art online. We will provide 2 or 3 cover concepts from the cover image (s). Once the concept is approved as final we set up a full jacket cover which includes the front, back, spine and barcode.

Publishing Phase: Once the pdf proofs for the interior and cover of the book are approved for print or the ebook by the client, we send the final files them. Should the client need help getting the files to the printer or uploaded to the internet we can assist.

Lastly, the book is Published and up for sale!

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Printed Book CHECKLIST. What we need from you:

- ☐ A single FINAL, error-free Word doc **manuscript**.

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

- ☐ **Cover image** (if requesting cover design services)—an image in one of these filetypes is accepted: jpg, png, eps, tiff, ai or psd. Image size should be no less than 3 MB, preferably 5+ MB. They may be purchased on stock image websites. We can discuss.

- ☐ **Images for interior pages**: can be emailed as individual image attachments. The highest resolution, the better for printing.

- ☐ **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.

- ☐ **Name of preferred printing company**—website address and/or contact information for us.

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

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

Ebook CHECKLIST. What we need from you:

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

- ☐ **Book description** – edited text for eBook metadata (this is shown when someone does a search and is also the book description showing 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 to websites if they are in your Word doc manuscript. If they are not, let us know which you would like as hyperlinks.

*An eBook is defined as an epub 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, but are not reflowable text. Let us know which you are requiring as your "ebook".