



Manuscript Preparation Guidelines

Please review our website for more information on *Press Ready PDF*, *Scanned Books*, and *Samples of typesets*. As for those submitting a manuscript, it is important that you use the following guidelines when submitting to us for editing and/or formatting. **Any variation to these guidelines may cause a delay.** If you have any questions, please reach out to your Author Representative for assistance.

Professional Typesetting

The interior text of your book will be professionally typeset according to the *Chicago Manual of Style*. Using a printing standard software, we layout text and illustrations, to a specified design to produce a finished document ready for printing. If you desire any layout different than is specified in these guidelines please include "notes to the typesetter". However, we reserve the right to determine the manner and style in which the book is formatted and typeset based on the styles that are consistent with popular trade books. We **DO NOT** guarantee we will perform any special or unusual formatting requests.

File Types Accepted

Please submit your final manuscript as ONE single file in **Microsoft Word** format of .doc, .rtf, or .docx. If you used Pages, Google Doc, or similar, please "Download As", "Export As", or "Save As" and change file type to a Microsoft Word compatible file such as .doc, .docx, or .rtf (Rich Text Format).

Page Counts

Keep in mind that your chosen trim size, font size and line spacing will affect the final page count of your book. In most cases your completed text will not match your manuscript's page count. Please note:

- Your finished book cannot exceed 800-1200 pages per options chosen
- It must have at least 18 finished pages.
- If you require text on the spine, your finished book must have at least 80 pages.

Manuscript Content

Submit your entire manuscript as ONE complete document, including front matter, chapters and end matter. Make sure content is in the order that you wish it to appear in the book. PLEASE NOTE: If content is added after the typeset is complete there may be an additional re-formatting charge.

FRONT MATTER Consists of: (include if applicable)

- **Half Title Page** - Per Chicago Manual Style, a simple Title Only page
- **Title Page** - Including the following information: Title, Subtitle (if used), Pen Name, & Publisher.
- **Copyright Page** - We will add pertinent and necessary verbiage to your copyright page, however, for any Scripture which is quoted please provide the Bible version used, i.e. NIV, KJV, NASB, etc.
- **Table of Contents** (DO NOT include leader dots or page numbers)
- **Introduction**
- **Dedication/Acknowledgments**
- **Endorsements**



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END MATTER Consists of (include if applicable):

- **Work Cited or Bibliography**
- **About the Author**
- **Further Reading**
- **End Notes** - We cannot guarantee auto-format functions in Word will convert properly in your book if macros, plugins, and other outside sources were used or if manually created.
- **Index** - We are not responsible for adding page numbers to your index. Please indicate that you will need an index, but wait to submit the page numbers until **after the final typeset is complete before approvals are submitted.**

Important Text Set-Up Information

- **Fonts:** When setting up your manuscript please use a standard font, such as Times New Roman, Times, or Arial. Format *Bold, italics, underlines, etc. in order to maintain them when typeset.* Please note that some stylized fonts do not support bold, bold italic, etc.
- **Headers & Footers:** Added during typesetting, DO NOT add them to your manuscript.
- **Drop Caps :** (Large letters at the beginning of chapters) Added during typesetting.
- **Em Dashes:** If you need to include em dashes type two hyphens and we will convert them to em dashes, or you can use the em function in MS Word.
- **Paragraphs :** All paragraphs will be indented during typesetting. Do not use spaces to indent in your manuscript. Also, **we will NOT keep spaces between paragraphs unless requested to keep them in Notes to the Typesetter.**
- **Hard Returns / Enter Key:** Please do not use the Enter/Return key at the end of each line (as you would on a typewriter). This is called a "Hard Return". Let the text automatically flow from one line to the next. *Using a hard return will result in a new paragraph when the text is flowed into our typesetting software.*
- **Section Breaks:** Please indicate sections and/or chapter breaks clearly with several paragraph returns or with page breaks. DO NOT use the section break option in MS Word.
- **Glyphs or Dingbats:** (The decorative ornament at the beginning of each chapter) will be chosen by your typesetter to compliment your book.
- **Pull Quotes:** *(Please do not add designed pull quotes to the manuscript).* Submit a separate document with desired pull quote text - we will search the manuscript for that quote and add it to the same page OR when setting up your manuscript indicate in the text with **<Begin pullquote> [text] <End pullquote>**. Be sure to alert the typesetter that you have pull quotes in *Notes to the Typesetter.*
- **Hebrew/Greek characters:** Please use specific Hebrew and/or Greek fonts and do not use special characters found in MS Word. You must submit the actual font files (Hebrew/Greek ONLY) via the Author Center with your submission. NOTE: if you have an ebook included in your package please be advised that we cannot guarantee that these special fonts/characters will display correctly on ebook devices.
- **Hyphens:** DO NOT manually insert hyphens to indicate where a word should break. Both Word and InDesign does this automatically.
- **Tables / Charts / Text boxes:** Considered to be graphics, however, though other images cannot be embedded in the manuscript, these should be included in the submitted manuscript. Please use text between 11pt - 16pt. within tables, charts and text boxes.



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Graphic Submission Guidelines

- **50-graphic limit:** This includes *pictures, icons, elements, graphs, charts, tables, text boxes, pull-out quotes, borders, etc.* Anything that is not straight text is considered a graphic. Additional charges will apply over this amount.
- **Graphic Submission:**
All files MUST BE SUBMITTED SEPARATELY from your manuscript, *NOT EMBEDDED IN THE MANUSCRIPT*, except for charts and tables.
 - **Photos/Images** - 300 dpi or higher, .tif, .jpg, .png, or .pdf. Submit them at the size they will be in printed.
 - CMYK for Color books
 - Grayscale for black and white books, (Color images can be submitted for black and white books to be converted to grayscale).
 - **Icons/Elements** - Vector Format or .eps files for best quality.
 - **Charts/Tables** - CAN BE PRESENT in the Word Doc manuscript or submitted as .pdf or image file per above requirements
- **Naming Image Files:** Name each Image simply as in "**Image01.tif**" or "**01.jpg**", etc. in the order they will appear in the book. (NO spaces, long names, such as "Billy and Suzie playing ball in the yard.tif", page numbers, such as "Page 10.jpg", nor '#' sign, such as "Image #01.jpg".
- **Image Placement and Captions:** Please indicate in your manuscript where you would like your images to be placed. Use the appropriate image name and caption. (Example: "[PLACE **Image01.tif** HERE - CAPTION: Aunt Mary and Uncle Bob 1999]").

What to Expect (When you receive your typeset galley)

- We will typeset your book using standard publishing formatting guidelines.
- All front and back matter will start on the right side (odd pages) of your book. Remaining chapters will fall consecutively on either the right or left side (unless your book has only a few pages or chapters, or if requested to start all chapters on the right).
- Blank pages will be added as deemed necessary by standards, including a required blank page at the end of the book for printer information and ISBN number.
- All double-spaces (2 space-bar hits) after periods will be converted to single spaces as is the current standard.
- All line-spacing between paragraphs will be taken out - with paragraphs starting with first-line indents per CMS. (Unless requested otherwise in *Notes to the Typesetter*.)

On our website or upon request we can provide a sample of the industry standard layout. If your manuscript requires specific formatting that differs from the sample, please note this in *Notes to the Typesetter* or in the comments section of your Author Center during the submission process.

For further questions regarding these guidelines, please contact your Customer Service Representative or Author Representative for assistance.