Scanned Book Guidelines

These guidelines **ONLY** apply if you have chosen to submit a hard copy book and intend to have the printer scan it **EXACTLY** as you submit it. The scanning process will create a duplicate of what you submit. The scan method does not allow you to customize the interior design and layout of your book before submitting your file. You can only add front and back matter, or insert pages between pre-existing pages.

Scanned Book Instructions for Copyright and Title Pages:

We will prepare the first three pages of your book, which includes the half title, full title, and copyright pages. We will use your original title and copyright pages to fill these in unless otherwise instructed. You **CAN** submit your file without the ISBN #.

1. Your title page will include the following:
   - Title of book.
   - Subtitle (if applicable).
   - Author name/pen name.
   - Publisher Logo

2. The copyright page will include the following:
   - Author Name
   - Publisher Information
   - ISBN
   - LCCN (if applicable)
   - Bible Verses (if applicable)
   - Editor/Designer/Illustrated by (if applicable)

We will create the copyright page for you, but we need the Bible(s) you cited to be included. Either provide us the list so we may pull the verbiage or provide the below information in order to do so. The copyright page indicates which version(s) of the Bible you used by inserting this paragraph:

Unless otherwise indicated, Bible quotations are taken from (version{s}) of the Bible. Copyright (c) (year) by (publisher).

Note: We will add additional pertinent and necessary verbiage to the copyright page for legality to protect both the publisher and the author.

Keep in mind that you will review your title page and copyright page AFTER our typesetters format them.

Scanned Book Guidelines

Text Guidelines:

1. We can publish books of up to 800-1200 finished pages (trim size is based on the book provided) and no less than 18 finished pages. **Your finished book will not have text on the spine if it has less than 80 finished pages.**

2. If you want to add pages, please submit a manuscript or press-ready PDF; make sure to include page numbers along with any graphics that you wish to have in your book. For example, adding an author bio and picture in the back of the book is a common addition. Please refer to Submission Guidelines and/or Press-Ready PDF Guidelines for additional material requirements.

3. Scanned books cannot be converted into ebooks unless data entry or a text file of the written content is provided in order to do so.

4. Make certain your Tim Size on your Book Details matches your hard copy book you will be sending. If you aren't sure, please reach out to your Author Representative for assistance or they can measure the book upon receiving it before sending it out to be scanned.

5. Know that your book will be disassembled in order to be scanned for printing. Due to this, the book will not be returnable.

6. If your pages have smudges, tears, stains, wrinkles, or similar defects, they will appear in your book since this is being scanned and printed as is.

7. Your book will be scanned in black and white, not in color.

NOTE: Carefully package your book.

Remember, any wrinkles, folds, dirt, smudges, or other marks that are on the printed copy upon receipt will be detected by the scanner and show up in your finished book.

We will not be responsible for these types of marks in your finished book.

It is highly recommend sending your book with tracking service in hopes that it does not get lost in transit via the chosen postal service.