

# Submission Information Form

## The First Step on Your Road to Becoming a Published Author

Congratulations and welcome to AuthorHouse! We shall be contacting you soon to discuss the details of your work. Please complete the request for bibliographical information and select the size that you wish your book to be.

## Bibliographic Information

\_\_\_\_\_  
Name of Author (or Pseudonym)

\_\_\_\_\_  
Title of Book

\_\_\_\_\_  
Subtitle (if applicable)

### ***About the Author***

Give a short description of yourself as the author, using up to 300 words.

### ***About the Book***

Describe your book, using up to 300 words. Base it on a synopsis of the subject-matter (if it is non-fiction) or the main plot (if it is fiction) of your book. These words will appear on the back cover of your book (unless you have also purchased the Customised Back Cover option; in which case you may choose to feature different words-see Cover Design, right hand column).

### ***Free Preview***

We will place a free preview of a page of your book on our Web site. Please indicate which page you have chosen by quoting its first and last sentence.

## Book Size (Please tick one box only)

- 12.7 cm x 20.3 cm (5" x 8")
- 21.0 cm x 28.0 cm (8.25" x 11")
- 21.6 cm x 21.6 cm (8.50" x 8.50") colour only
- 15.2 cm x 22.9 cm (6" x 9")
- 21.6 cm x 28.0 cm (8.50" x 11") colour only

**Note: Dust jacket hardcover books may only be in the 15.2cm x 22.9cm size.**

**Note: Softcover books with an additional hardcover option will be formatted in the 15.2cm x 22.9cm size.**

## Despatch Your Materials

So that we may deal with your order as quickly as possible, please e-mail this form with your manuscript, accompanying materials, signed contract and payment to [authorservices@authorhouse.co.uk](mailto:authorservices@authorhouse.co.uk). Alternatively, you may if you wish post all of the above to AuthorHouse, Initial Check In, 500 Avebury Boulevard, Central Milton Keynes, MK9 2BE United Kingdom. If you wish to fax your materials dial 0800 1974151.



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Your Voice in Print

## **Book Layout Suggestions**

•Submit your manuscript in its complete and final version to save time and production costs.

•Submit your manuscript to us in Microsoft® Word 6.0 or a later version, and as a single document. You are requested not to send chapters as individual documents.

•If you would like to include images in your book, insert place-holders in your text to indicate where you wish them to appear. Please also send a list giving your preferred locations for the images.

•Please submit images (resolution 300 ppi or higher) in either jpeg or tiff format, in the size in which you would like them to appear in your book. AuthorHouse can scan images for you. There is a fee for this.

•If you wish your book to have an index, and you wish AuthorHouse to provide this, please include a list of words and variations on those words that should be featured. Please note that there is a fee for indexing.

## **Cover Design Suggestions**

•Your cover will have a material effect on the sales of your book. Please think carefully about how it should look. Please send us your ideas and/or images (resolution 300 ppi or higher).

•If you have purchased the Customised Back Cover option, please remember to include a photograph of you and/or some text. You may use up to 150 words for each jacket flap.

•If your book is less than 80 pages, there won't be any room for text on the spine.  
•Please note that if your book is shorter than 80 pages there won't be room for text on the spine.

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