Manuscript Preparation Guide

General Format and Layout Specifications

File Type
We prefer you to submit your work either in a Microsoft® Word file or an Adobe® InDesign® 3, CS, or CS3 file. If your manuscript was composed in another word processor, you can convert the file to Microsoft Word yourself. This way you can review the document and check for conversion errors, which can appear when a document is transferred from one program to another. If you'd feel more comfortable having us handle the conversion, we can also accept these files, though a conversion fee may apply in some cases:

- Corel® Word Perfect (version 8.0 or higher)
- Microsoft® Works
- Rich Text Format (RTF) documents
- Adobe® PDF
- OCR documents set in Text format.

If your manuscript is in a different format than those listed above, a CIC will determine if the manuscript file is acceptable, or can be converted into an acceptable format. Please note: if you have elected to utilize editorial services during the publication process, you will need to have access to view our suggestions and revisions in Microsoft®.

Parts of the Book
We need your manuscript to be submitted in one continuous **Microsoft Word** document. Please do not save each chapter as an individual file, but submit the entire content of the book in one document. Below you will find a list of all the different parts of a book that can be included in the manuscript:

Front Matter:
Front matter appears before the main text and introduces your book to your readers. Use the list of common front-matter pages below to ensure that the parts of your book are in the correct order.

Endorsements: (if any)

Half-title page: The half title (on page i, the first recto) normally consists only of the main title. The subtitle is omitted, and the author's name does not appear. The verso of the half title (page ii) is usually blank but may contain text or an illustration, called a frontispiece.

Card or series title page: List any of your previously published books by title from first to most recently published. A common way to begin this page is "Also by [author's name] …"

Full-title page: The title page (p. iii or, if a two-page spread, pp. ii–iii) presents the full title of the book; the subtitle, if any (note that there should never be more than one subtitle); the name of the author, editor, or translator; and the name and location of the publisher. If the type size or style of the subtitle differs from that of the main title, no colon or other mark of punctuation is needed to separate them.

Copyright page: (Provided during design) This page contains the copyright notice, publisher's information, printing history, country where printed, and ISBN. The usual notice consists of three parts: the symbol ©, the year the book is published, and the name of the copyright owner. Please note that as the publishing industry transitions from 10- to 13- digit ISBNs, we will assign both to your book and each format will appear on the copyright page.

Dedication: It is not necessary to actually include the words "Dedicated to" in a dedication. A statement like "For Casey" or "To my mother" is more appropriate.

Epigraph: An epigraph is a quotation that is pertinent but not integral to the book.

Table of Contents

List of Illustrations (if illustrations are included in manuscript)

List of Tables (if tables are included in manuscript)

Foreword: A foreword is usually a statement by someone other than the author, sometimes an eminent person, whose name may be carried on the title page (e.g., "With a Foreword by John Quincy").

Preface: The author's own statement about the work is usually called a preface. Material normally contained in an author's preface includes reasons for undertaking the work, method of research (if this has some bearing on readers' understanding of the text), acknowledgments, and sometimes permissions granted for the use of previously published material.

Acknowledgments (if not part of the preface): If the acknowledgments are long, they may be put in a separate section following the preface; if a preface consists only of acknowledgments,

the title should be changed to "Acknowledgments." Acknowledgments are occasionally put at the back of a book, preceding the other matter. In multivolume works, acknowledgments that apply to all volumes need appear only in the first volume. Should they vary from volume to volume, separate acknowledgments may be included in each.

Introduction (if not part of text): A substantial introduction by someone other than the author is usually included in the front matter, following the acknowledgments; however, if it is not more than three to five pages, it may more appropriately be called a foreword and placed before the preface. Material about the book—its origins, for example—rather than about the subject matter should be included in the preface or in the acknowledgments. Most introductions belong not in the front matter but at the beginning of the text, paginated with Arabic numerals.

(List of) Abbreviations or Chronology: Other items that may be placed either in the front matter or, sometimes more suitably, in the end matter include a list of abbreviations, a publisher's note, a translator's note, and a note on editorial method.

Book Block
The main text, or what we call the body text, is the core of your manuscript. Use the list below to ensure that the parts of your main text are in the correct order.

Introduction: The introduction describes something about the main text that your reader should know before proceeding to read the book.

Chapter layout: Each chapter begins at the top of a new page. The first page of each new chapter will begin directly following the last page of the previous chapter unless you specifically request that all new chapters begin on the recto (right-hand) page of your book.

Epilogue: An epilogue is a brief concluding section, often addressed directly to the reader in a work of fiction. Most epilogues continue the story years later or update the reader on a certain character's whereabouts. Please do not use a chapter number for this section.

Afterword: The afterword is also a brief concluding section, often used in nonfiction works. It does not need a chapter number. For example, you may want to use the afterword to review the strategies outlined in your book and give advice.

Conclusion: More extensive than an epilogue or afterword, a conclusion may or may not be numbered as the final chapter. The conclusion provides a summary of your ideas, concepts, and advice, leaving the reader with a clear understanding of the major concepts presented in the book and some guidelines on what to do with that information.

About the Author: This is a short biography at the end of your main text that summarizes (1) any expertise you have in the field in which you are writing, (2) any previous books that you have published, and (3) a brief summary of where you currently live, with whom you live, and what type of work you do.

End matter
Use the list of common book block parts below to ensure that the parts of your end matter are in the correct order.

Appendices: An appendix includes any data that might help clarify the text for the reader but that would have disrupted the flow of the main text had it been included earlier. Such items include a list of references, tables, reports, background research, and sources (if not extensive enough to be included in a separate section).

Notes: If your main text requires notes to amplify or document certain passages throughout the text, please arrange the notes by chapter in a notes section.

Glossary: A glossary comprises alphabetically arranged words and their definitions. Be sure to include one if you use terminology that is not generally known to the average reader or if you coin new words or phrases to explain your ideas.

Resources: Often, readers want to buy products or join organizations in the field in which you've written. A list of organizations and associations, manufacturers and distributors, Web sites, and other sources are invaluable to your readers.

Bibliography or References: Both the bibliography and reference sections list the sources for works used in your book. Be sure to arrange the sources alphabetically by the author's last name. For samples and guidelines on proper layout, refer to the *Chicago Manual of Style.*

Index: The index is an alphabetically ordered list of words and terms used for referencing your text. We offer computer generated indexing or professional indexing services. Please refer to the website for more information.

Font type and line spacing

For text in the body of your manuscript, we recommend using Garamond font in 11-point size, single spaced. You can request a different font or spacing to be used in your final book, but these are our default settings. Make sure to put headings of the same level in a uniform typeface, font size, and alignment throughout your manuscript.

Example: *(A manuscript might be organized in the following way)*

Chapter titles: Adobe Garamond 22-point, center aligned
First-level subtitles: Adobe Garamond 18-point, left aligned
Second-level subtitles: Adobe Garamond 15-point, left aligned

Manuscript length

Make sure that your book has at least 48 pages (8.5" × 11" pages), 10,000 words, or 22 poems. Also, please note that our page maximum is 740 pages (or 828 page maximum for the 8.25"x11" trim size).

Page size

You will be required to choose the trim size for you book from one of the following:

5" × 8"   5.5" × 8.5"   6" × 9"   7.5" × 9.25"   8.25" × 11"

6" × 9" is the most common size for trade paperbacks as well as the most popular choice among our authors. If you're not sure what book size would best suit your work, spend some time at your local bookstore and identify the sizes of other books in your genre.

Please Note: The hardcover and paperback trim sizes must be the same. Our hardcover format is only available in the 5.5" × 8.5" or 6" × 9" trim sizes. As such, if you have the hardcover format, you may select only one of these two options (which will be the size for both formats).

Headers & page numbers

Your book designer will create these elements of the book layout during the design process. Occasionally an author manually types his/her name, the name of the book, the page number, or any combination of these at the top or the bottom of each page. This usually happens when the author is unaware of their word processor's header/footer function, which automatically places this information at the top or bottom of every page. Manual page numbers and headers create similar issues to hitting the enter key at the end of every line, and removing them can be difficult and time-consuming. To avoid this issue, please do not include any header/footer information in your manuscript.

Margins

Margins are the white space that surrounds text on a page, including headers and footers, as well as the "gutter" space for the book's spine. When a manuscript is converted from an 8.5" x 11" size document into a different size, such as 6" x 9", the margins will change. Often times this will cause text to shift or lines to break differently from the original manuscript, and you need to be aware of this. Your book designer can compensate for these changes, but this shift can cause issues if you have done extensive formatting to your manuscript. If you know your book size in advance, you can set your margins two ways:

Option A: *(Best for novels, or books with all free flowing text)*

You can format your manuscript on an 8.5" × 11" page with 1" margins all around (the default settings in Microsoft Word). During the production process, we will format your manuscript to your chosen trim size.

Option B: *Best for poetry or non-fiction books with tables, graphs, or images.*

You can format your manuscript to the margins that will appear in your proofs. This option will provide you with the exact area that we can print your text on a page. You can then lay out your manuscript knowing that there will only be only slight changes between your manuscript and your designed proofs, which is especially helpful for when tables and/or text boxes. For example, a table spanning the entire width of the page in the default 8.5x11 setting of Word would be larger

than the entire width of a 5x8 book. Here are the margins for our most common trim sizes:

|	**5x8**	**6x9**	**8.25x11**
Top	2.25	1.75	1.00
Bottom	2.25	1.75	1.00
Left	2.38	1.88	1.13
Right	2.38	1.88	1.13
Header	2.00	1.50	0.75
Footer	2.00	1.50	0.75
Gutter	0.13	0.13	0.13

Here is the process for setting your margins for a 6x9 book.

Go to your Microsoft Word toolbar:

 File ->   Page Setup

On the Margins tab insert the appropriate margins specified for your trim size. Here you can see an example of a 6x9 margin settings.

On the Margins tab insert the following numbers: Top - 1.75, Bottom - 1.75, Left - 1.88, Right - 1.88, Gutter - .13
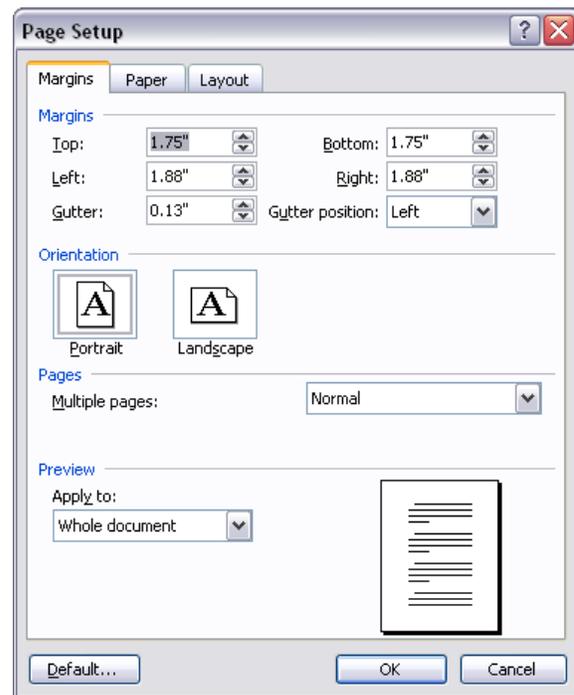
Creating your own Print Ready PDF

As an AuthorHouse author, you have the option to submit a press-ready PDF instead of a Microsoft Word document. But before you choose this option, there are a few things you need to know.

Please review this important information regarding print-ready PDFs.

Pros:

- You would not be required to submit your images as separate files or pay any additional production fees.

- Your book's interior will be published just as you submit it, so you have the ultimate control over the design and layout.

Cons:

- Your PDF must meet our printing partner's technical requirements.

- We are unable to make changes to a PDF, so you will need to ensure that the file you submit is exactly how you want your published book to look. If you discover mistakes in your PDF after submitting it, you will have to make changes to your original file and resubmit an error-free PDF; this resubmission requires a $50.00 fee.

- ePub files cannot be created from PDFs. This means if you submit a PDF, we will be unable to digitally format your book for eReaders, such as the Amazon Kindle, Barnes & Noble nook™, etc.

Submitting a print-ready PDF ultimately gives you more control over the layout, but it also gives you greater responsibility. If you are still interested in this option, please let your Check-in Coordinator know and they will send you resources on how to create a print-ready PDF.

Spaces and Breaks

In the sections that follow, we'll provide examples of how formatting marks should appear on a correctly laid-out manuscript. There are three ways to view these formatting marks on your screen in Microsoft Word:

1) Hold down Ctrl and Shift keys while pushing the 8/* key
2) Select the **Tools** option in your taskbar
    a. Then select **Options**
    b. On the View tab window that appears, under Formatting Marks, check All.
3) click the ¶ show/hide button on the toolbar.

Body Text & Hard Returns

In the main body of your manuscript, let text automatically flow from one line to the next and from one page to the next. Please hit Enter only at the end of each paragraph. Pressing Enter to move the cursor to the next line or page (known as a **hard return**) will cause spacing problems when your manuscript is formatted into its final book size.

Incorrect: Correct:

→ I·am·not·speaking·of·the·voluntary·associations·of·¶
our·so·called·pluralistic·culture,·for·in·many·of·them·¶
there·is·a·semblance·of·democracy·and·non-alienation·¶
(Bridge·clubs·appear·to·have·some·aspects·of·a·¶
genuine·democracy)··I·am·talking·about·our·basic·¶
institutions·those·in·which·we·live·and·move·and·have·¶
our·being·or·non-being·government,·political·parties,·¶
business,·labor,·schools,·and·religious·organizations.·¶
Those·structures·are·the·powers·that·mold·our·lives.·¶

→ I·am·not·speaking·of·the·voluntary·associate-
ions·of·our·so·called·pluralistic·culture,·for·in·ma-
ny·of·them·there·is·a·semblance·of·democracy·and·
non-alienation·(Bridge·clubs·appear·to·have·some·
aspects·of·a·genuine·democracy)·I·am·talking·ab-·
out·our·basic·institutions·those·in·which·we·live·a-·
nd·move·and·have·our·being·or·non-being·govern-·
ment,·political·parties,·business,·labor,·schools,·a-
n·d·religious·organizations.·Those·structures·are·
the·powers·that·mold·our·lives.·¶

Paragraph indentation

The first paragraph of each chapter or section should not be indented, based on industry standards. However, every subsequent paragraph should be indented and here is the proper way to do so:

1) Select the **Format** option in your taskbar
    a. Then select **Paragraph**
    b. In the window that opens, under "Special" Select **First Line** and **.5**
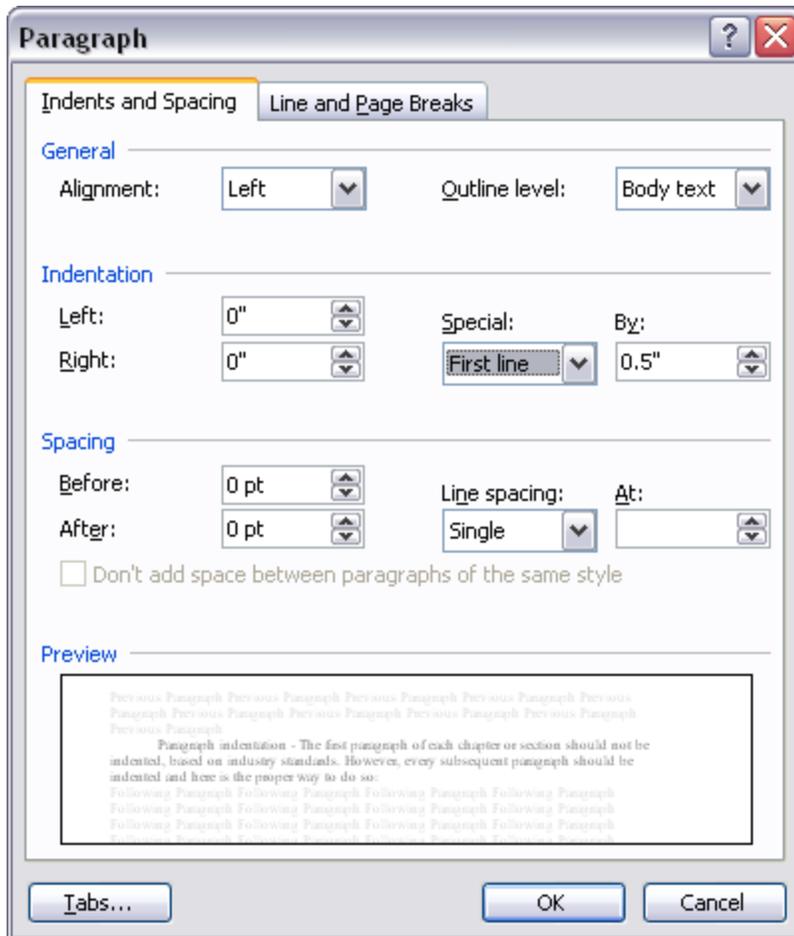

** Do not use the space bar or the TAB key to indent paragraphs, as this will throw off the layout of the final book.

Offset (Blocked) text

To present block quotations or to offset other text, such as journal entries or letters, use the indentation settings in your word-processing program. Select with your cursor the entire paragraph you would offset. Then follow the following steps:

1) Select the **Format** option in your taskbar
   a. Then select **Paragraph**
   b. In the window that opens, under "Indentation" section you can increase the Left and Right margins as you desire. This create the block effect
   c. You may also wish to alter the alignment under the "General" section to "Justified" instead of "Left" for a better block effect.
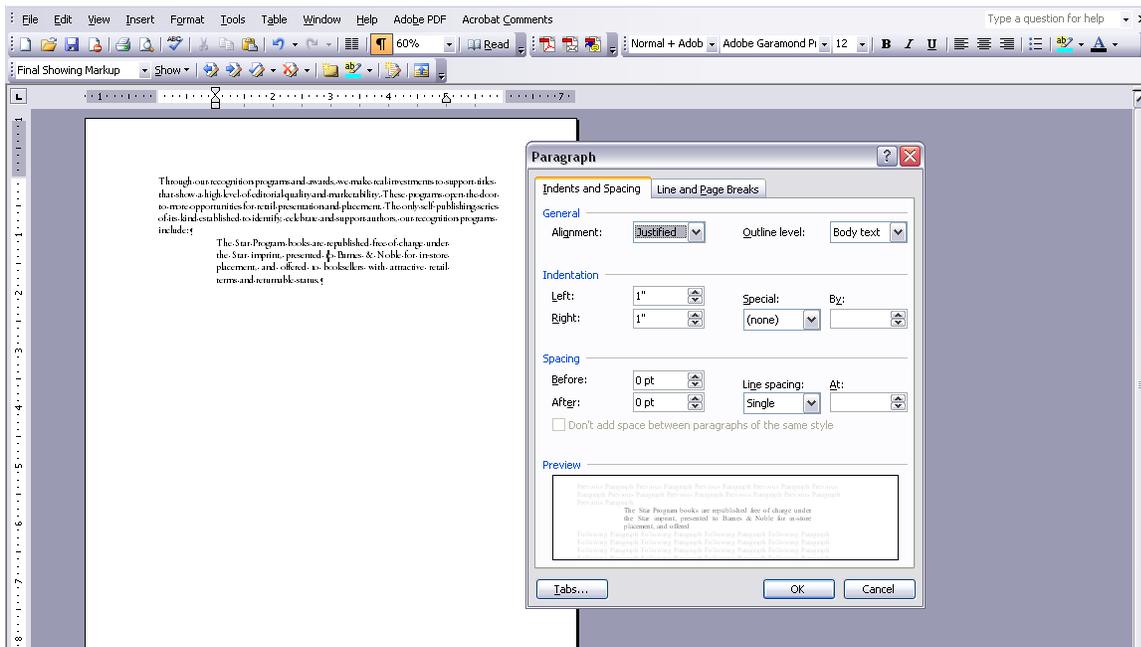
Page breaks
To start a new chapter, section, part, volume, or book, use the page break function in your word-processing software. In Microsoft Word, put your cursor before the text that should start on a new page (or wherever you want to insert a new page), then select Insert from the taskbar. Select Break from the menu that appears, then click the Page break option (see below).
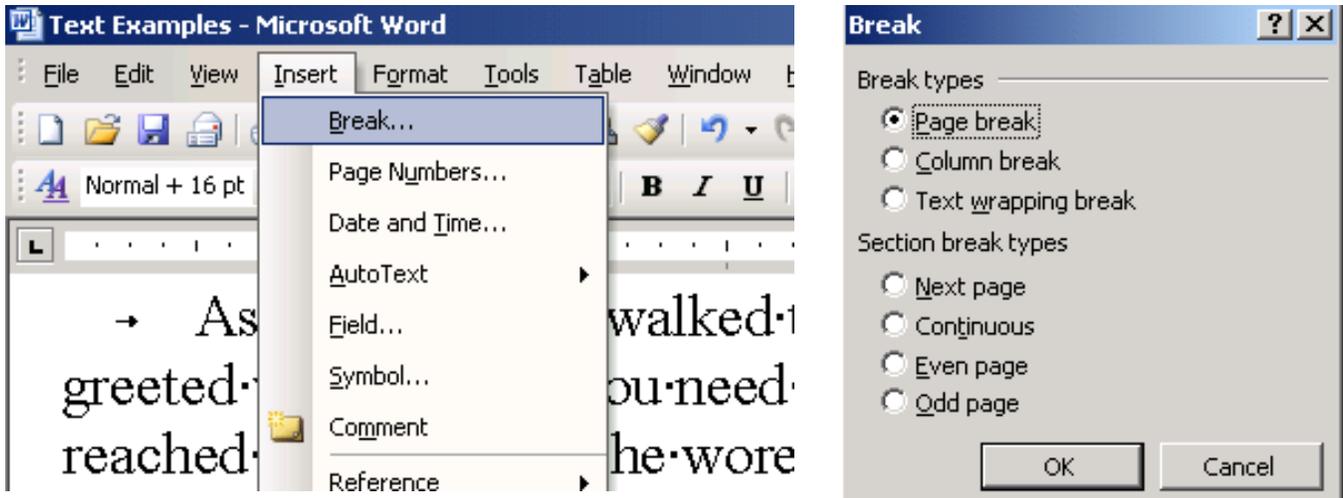
Note: Only use the "Page break" Break type option, not the "Section break types"

When using this option, your section break and new chapter will appear like this:
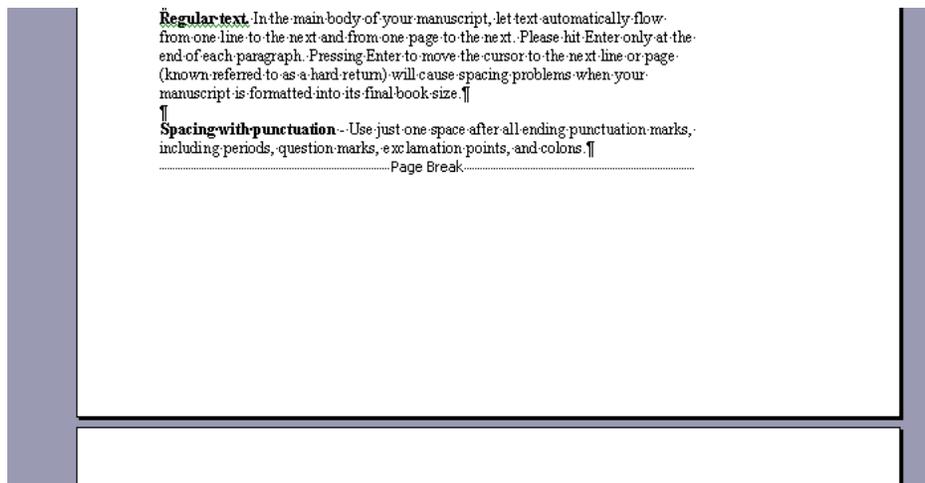
Punctuation

Quotation marks
Use curly quotation marks (" ") with no space after an opening mark or before a closing mark. Use straight quotation marks (") only for inch measurements. Similarly, single quotation marks (') should be used only to indicate measurements of feet.

Spacing with punctuation
Use just one space after all ending punctuation marks, including periods, question marks, exclamation points, and colons.

Dashes and hyphens
Do not insert spaces on either side of a dash or hyphen. Hyphens and both types of dashes should be flush with the text on either side.

> **An em dash** (—) is often used to denote a shift in thought that causes an abrupt change in a sentence. It can also be used to indicate a sudden break in dialogue.
>
> To enter an em dash in Microsoft Word, simultaneously hold down the Ctrl and Alt keys while pressing the minus key on the number keypad. Or, hold down the Alt key while typing 0151 on the number keypad
>
> Examples:
> - Eric—having just discovered the letter—ran down the street.
> - "Well, I don't know," he began tentatively. "I thought I might—"
> - Darkness, thunder, a sudden scream—nothing alarmed the child.
>
> **An en dash** (–) is shorter than an em dash but longer than a hyphen. The principal use of the en dash is to connect continuing, or inclusive, numbers— dates, times, or reference numbers.
>
> To enter an en dash in Microsoft Word, hold down the Ctrl key while pressing the minus key on the number keypad. Or, hold down the Alt key while typing 0150 on the number keypad.
>
> Examples:
> - 1968–72
> - 10:00 AM–5:00 PM
> - 1 Cor 13:1–3

A hyphen (-) is used to separate numbers that are not inclusive (such as phone numbers) as well as some compound words.

Examples:

- 1-965-386-1110
- the well-known writer

The only time space should appear after a hyphen is when the second part of a compound word is repeated and can therefore be omitted.

Examples:

- five- to ten-minute intervals
- the six- to nine-foot height

Additional Manuscript Elements

Bulleted and numbered lists

To create bulleted or numbered lists, please use the bullets and numbering feature in your word-processing program. In Microsoft Word, this feature is located under the Format menu in your taskbar. Be sure that each level of bullets or numbers is consistently indented or aligned.

Examples:

Bulleted List:
- 1st level bulleted list text
- 1st level bulleted list text
  - 2nd level bulleted list text
  - 2nd level bulleted list text
    - 3rd level bulleted list text
    - 3rd level bulleted list text
- 1st level bulleted list text
- 1st level bulleted list text
    - 3rd level bulleted list text

Numbered List:
1. 1st level numbered list text
2. 1st level numbered list text
   1. 2nd level numbered list text
   2. 2nd level numbered list text
      a. 3rd level numbered list text
      b. 3rd level numbered list text
3. 1st level numbered list text
4. 1st level numbered list text

Illustrations, photos, and other graphics

To better facilitate your submission process, we recommend that you minimize the file size of your manuscript as much as possible by providing each graphic in separate file. (Graphics include photos, charts, diagrams, drawings, etc.) Each graphic file should be submitted in grayscale, have a resolution of at least 300 dpi (dots per inch) and be in the TIFF (.tif), JPEG (.jpg) or PDF format. In your manuscript, you should specify the file name and caption of each graphic in its correct location. For more information on graphics, please refer to the Image Optimization Guide.

Example

My mother was born October 2, 1883, in Adair, Iowa. When she was ten years old, her family moved to Omaha, Nebraska. Her lineage linage traces back to England.

<<{Insert graphic 2 – 3"x3". Caption: Pictures of us at the airport>>

Tables
To insert tables, either with or without visible rules (or lines) use the table feature. In Microsoft Word, the Table menu is visible on your taskbar. Do **not** use the space bar or tabs to create tables; if you do, once your manuscript is reformatted to its final book form, they will not show up as you intend.

> **Please Note:** We strongly recommend that you do not insert tables into your manuscript. However, if your manuscript requires there to be a table please also submit them separately as a graphic.

Example:
No-Rule Table:

	Traditional	*Deliberately Simple*
Goal	Improvement	Redefinition
Focus	Behaviors and Attitudes	Rules and Roles
Risk	Low	High
Result	Minor Gains	Major Gains
Speed	Slow	Fast

With-Rule Table:

|	*Traditional*	*Deliberately Simple*
Goal	Improvement	Redefinition
Focus	Behaviors and Attitudes	Rules and Roles
Risk	Low	High
Result	Minor Gains	Major Gains
Speed	Slow	Fast

Footnotes and endnotes
To properly create footnotes and endnotes, use the footnote or endnote feature in your word-processing program. Place the cursor in the text where you want to insert a footnote, then take the steps below. Under the Insert menu on your taskbar, select the Footnote option. In newer versions of Microsoft Word, you may first need to select the Reference option under the Insert menu; select Footnote from there.

> **Please Note:** Additional fees may occur for endnotes or footnotes. Please contact your CIC for more information.


b. On the box that pops up, select Footnote or Endnote, as appropriate and then click Options… to set the details of the note.
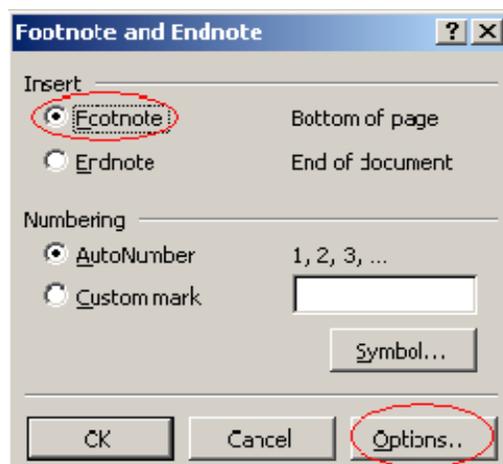
c. The numbering of footnotes and endnotes should start over in each chapter. If you have appropriately separated your chapters with section breaks, as outlined earlier, you can make sure your notes are numbered this way by selecting Restart each section.
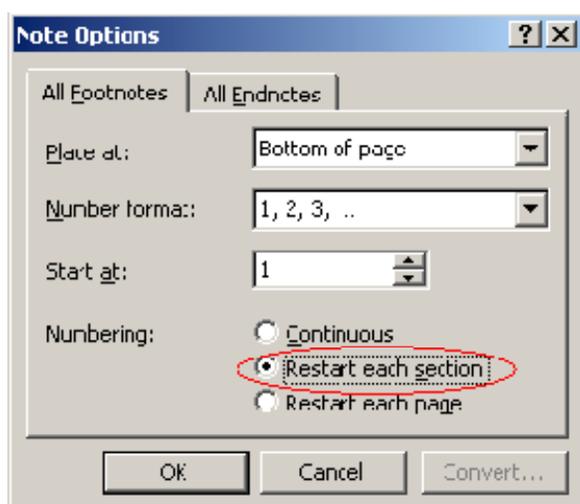
d. Once you have selected the appropriate system of numbering, click OK to insert the footnote or endnote into your manuscript. A superscript number will appear where your cursor is in the text, and a space will pop up at the bottom of the page to let you enter the text of the note.
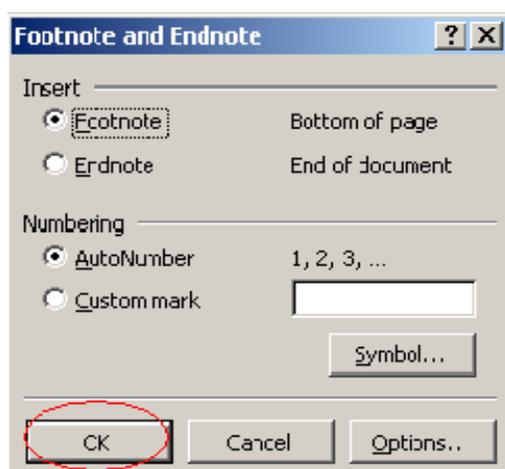
Frequently Asked Questions

What is the best way to submit my manuscript?
Since all work is completed on a digital platform, we prefer to receive your manuscript as an electronic file. Submitting your manuscript as a Microsoft® Word or Adobe® InDesign® is best, but a complete list of accepted file formats is available in this guide. When it comes time to actually send in your manuscript, please contact your CIC for more information.

Can I submit a hard copy of my manuscript?
We can accept a hard copy of your manuscript, but it will require additional time and fees to convert into electronic form. If you decide to submit a hard copy we will data enter, or type up, the entire document. This process can take up to two months and is offered at a per-page cost.

What is a hard return?
A "hard return" is also known as the "enter" or "return" command on your keyboard. It is most commonly used to separate paragraphs within a document. In Microsoft® Word, and many other word processing programs, it will display as the "¶" character when hidden characters are displayed. To see this symbol, click on the "¶" button on the toolbar, which will also display other "hidden characters" such as tab markers and spaces.

A common misuse of the "hard return" is to place it at the end of a single line of text in order to begin the text on the next line – such as one would have done with a typewriter. This can cause "bad paragraph breaks" within a document, making it difficult to determine where your paragraphs begin and end. Manuscripts that incorrectly use "hard returns" may incur extra production fees, or may not be usable. To avoid this issue, begin a new paragraph and continue typing until the paragraph is complete, allowing your program to break the lines automatically.

Will my book look exactly like my submitted manuscript?

When you submit your file in an 8.5" by 11" page size, the standard margins will need to be adjusted to fit your chosen book size. When the margins are shifted, less room will be available on each page and your overall page count will likely increase. If you have edited and designed the manuscript yourself and would like your book to reflect your exact manuscript, you can submit your book as a print-ready PDF file.

What happens after my manuscript is submitted?

Once we receive your manuscript, we will review your work to ensure the file format is acceptable and there are no other submission issues. You will be contacted by your Publishing Services Associate to discuss the next steps in the process.

What if I have formatting requests that were not addressed in this guide?

You can list any additional formatting requests on a "Special Formatting Request" form and submit it to your Publishing Services Associate.