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Submit Ideal Materials and Make Your Publisher Happy

When submitting your manuscript and images for the publication of your book with Peter E. Randall Publisher, we request that you follow our guidelines to make the entire process more accurate and more efficient. We have used these guidelines for years and have found that they do help authors organize materials for submission. Following these instructions will help to keep your time and costs contained, as we work to create a beautiful new book. Plus your publisher will be *so* happy!

FOR TEXT

Submit a disk (CD, Flash Drive, Zip, Floppy) with your word processing document on it. If you submit a CD, make sure it has been burned for use on PC and Mac platforms. A manuscript file can be sent by email, if the file is less than 10 megabytes.

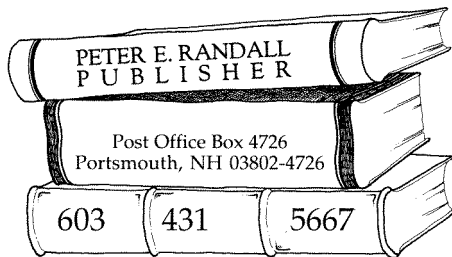
We prefer receiving the book text in a word processing document such as Microsoft Word, WordPerfect or AppleWorks. When you have finalized your document please save a copy of it and rename it with the word FINAL in it, so that we know it is the FINAL version.

IMPORTANT: Please turn off Microsoft Word's "TRACK CHANGES" option if you have it on. In Microsoft Word, for example, when you are sure there will be no more changes needed to your document, go to the File menu and choose "Save as . . ." In the dialog box that appears, re-name the book for example:

"BookNameFINAL.doc

(Replace *BookName* with shortened version of your book title or author name – please keep it short—8 characters or less is best.)

Using "Save As" forces the word processing software to get rid of any extraneous information concerning previous changes it may be holding in the background. It can reduce your document size in kilobytes substantially, and eliminates the possibility of any old text unexpectedly re-appearing in your document again. When naming your document, do not use spaces or punctuation in the name of the file, except for the period (dot) that goes before the file type (.doc is the most common). Please send a complete printout of the FINAL version of your manuscript, with page numbers appearing on each page. Please make this printout double-spaced.



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WHAT NOT TO DO WITH YOUR WORD DOCUMENT

When formatting your text, please disregard page breaks. It is not helpful to place hard page breaks in the document, except where a new page is intended, such as between chapters, or where you are placing text that needs to be on its own page, such as a Dedication. It is not necessary to control how your text will look in your word processing document and, in fact, doing so will cause the designer to have to “clean up” the document before working with it.

Our page layout software adds page breaks, line breaks and hyphenation, which will be completely different from the page and line breaks and hyphenation in your document. Please do not worry about line breaks, hyphenation, or font styles. The exception to this is to use italic where you want things to be italic, such as with titles of books, and bold where you want things to be bold, such as for subheadings.

We will format your book in page layout software and will take care of font styles, chapter-opening styles, heading styles, etc. Please do not add any extra paragraph returns where they are not necessary except where we may have asked you to use them, as in Extracts, between chapters, and with image markers.

EXTRACTS

Extracts are quotes from other sources that are too long to include in the body of a normal paragraph. If there are Extracts in your book, they should be preceded by an extra paragraph return, and followed by an extra paragraph return, and indented in from the normal left and right margins. If this is not possible, please place “tags” at the beginning and ending of extracts like this, using square brackets:

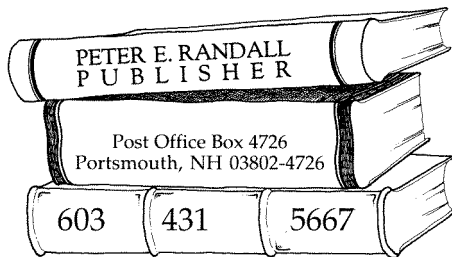
[BEGINEXTRACT]Here is the text of an extract.[ENDEXTRACT]

FOOTNOTES CAN BE TRICKY

If your book has Footnotes, it is easiest to place these all in the text at the end of a chapter as End Notes. Then a superscript number notates them in the text. Each chapter would begin with Note # 1 again. Please talk to us if your manuscript has Footnotes. Microsoft Word’s automatic Footnote numbering may present a potential problem. You may need to break your manuscript into separate documents by chapter to keep the numbering of the Footnotes in this manner. There are several different ways to handle Footnotes, and it is important that we talk with you concerning this before you submit your final manuscript documents.

FOR IMAGES

Please use the numbering system mentioned below to identify each image. If you provide us with your original artwork, photos, maps, etc., please make sure they are in order and



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numbered clearly. One good way to do this is to use a binder with clear plastic sleeves. Place each image in a plastic sleeve, in order, in the binder(s) and note the number on a piece of paper in the front of the binder. We will scan these images, thereby creating digital image files and name them according to your image numbering system.

You may provide scans of your images on photo CDs. If you wish to send scans you have prepared yourself, then it's best to send us a few sample scans to review, so we can let you know if your equipment will give you the quality scans needed for printing. We do not recommend scanning images if you do not have professional printing experience and a high quality scanner.

For photographs, we need a resolution of 300 dpi at the actual size (or larger) that your image will appear in the book. Please save images as .tif or .bmp format. We prefer to get the highest quality file possible. JPEGs are generally not a good format to scan to.

If you are submitting images photographed digitally, please make sure the digital camera used was at least 4 megapixels and that the images were taken at the highest possible quality setting. Please give us the raw digital images if possible, as they contain the most information needed for high quality book printing. For drawings, maps, or line art, we need a minimum resolution of 1200 dpi at actual size, and saved as .bmp or .eps format.

We usually cannot use .jpg or .gif images taken from the Web. They are generally not high enough quality for the book printing process. If an image only exists in lower resolution format, such as what is commonly used on the Web, let us know and we will work with you to try and make use of it if at all possible.

IMAGE PLACEMENT IN THE TEXT

If your book has images, it is best to mark approximately where in the book you would like these to appear. Numbering the images by chapter is a good way to notate where you would like the images to go. You can either type right in the manuscript where you would like an image to appear, or you can hand-write on your printout where you would like an image to appear, or use post-it notes to mark where you want your images to be. For instance, if your book has chapters, here is an example of a good numbering system to use. Follow this pattern: chapter number first, then hyphen, followed by picture number.

First image in Chapter one:

[IMAGE # 1-1 GOES HERE – description of image]

Second image in Chapter one:

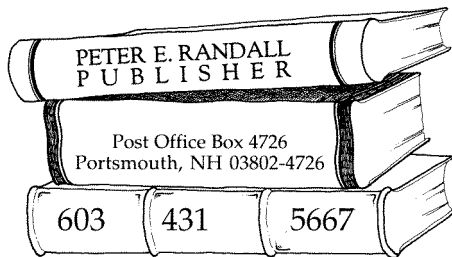
[IMAGE # 1-2 GOES HERE – description of image]

First image in Chapter two:

[IMAGE # 2-1 GOES HERE – description of image]

Second image in Chapter two:

[IMAGE # 2-2 GOES HERE – description of image]



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Use square brackets, and set off the marker with extra paragraph returns around it. Number the images to match the numbers in the manuscript. This same system should be used for image captions, which can be numbered and placed in a separate word processing document called “captions.”

You should be aware that page numbers in the finished book will be different from page numbers in your manuscript, so using the manuscript page numbers is not a good way to indicate where images are to appear.

DESIGN SAMPLE

If you have an idea of how you want your book to look, please provide us with a sample. If you have gotten ideas from several books, please let us know which ones, and exactly what it is you like about them. The more we know about the style of book you prefer, the more pleased you will be with the final product.

We will make our own suggestions and educate you as to the options available to you. In choosing subsidy publishing, you are retaining much more control over the design than is the case in a trade-publishing situation, so we see our role as advisors. We want you to have a book that stands up proudly beside any other, from major trade publishers.

Now is the time to share your vision clearly. Based on the information you give us, we will provide you with 2 design samples for your approval. Once you have approved a design, we can begin laying out your book.

PRESENTATION OF MATERIALS

We will proceed with the layout of your book once we have received all of the materials you plan to include. Please do not send us pieces of the project, unless you understand that we will hold the materials until everything has been received.

It is best if you can provide us with a clear system, which coordinates the text with the placement of images. If you have used a different numbering system than the one mentioned in this document, please provide a clear explanation so we can follow your intention for the book. Much valuable time can be saved if we can easily see how your book will go together.

When all the parts are ready (text and images) please send or bring them to us. We will arrange to meet with you, or plan a phone conference, to go over everything you are submitting for the project.

Thank you for choosing Peter E. Randall Publisher. We are looking forward to working with you and producing your book.

Sincerely,

Deidre Randall, CEO

November 1, 2011, DCR