How to Submit Your Text and Images for Publication

When submitting your manuscript and images for publication of your book, we request that you follow our guidelines to make the entire process more accurate and more efficient. This document is not meant to replace our conversations, but to assist you in preparing all the files for submission.

FOR TEXT

We prefer receiving the book text in a word processing document such as Microsoft Word. 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.

In Microsoft Word when you are sure there will be no more changes needed to your document, go to the File menu and choose "Save as . . ." and re-name the book for example:

"BookTitleFINAL.doc

Replace *BookTitle* with shortened version of your book title or author name – please keep it short—8 characters or less is good.

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.

Please turn off Microsoft Word's "Track Changes" option if you had it on for editing. We will want the manuscript to have all changes resolved when we receive it.

When naming your document, please 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.

When formatting your text, it's best to actually insert a page break, rather than adding extra returns to get to the new page. The only hard page breaks needed in the document should be between chapters.

Our page layout software will add page breaks, line breaks and hyphenation, which will be completely different from the page and line breaks and hyphenation in your Word document. So please do not worry about line breaks, hyphenation, or font styles with one exception. You should use italic when you want words to be italic, and bold where you want them bold.

We will format your book in page layout software and will take care of font styles, chapter-opening styles, heading styles, etc. When the copyeditor works with the document, they will set up Styles that will help with the page design process, but which are not reflective of the look or feel of the text in the manuscript form.

EXTRACTS

Extracts are quotes from other sources that are too long to include in the body of a normal paragraph, generally more than three sentences. If there are extracts in your book, they should be preceded and followed by an extra paragraph return. They will be indented from the normal left and right margins in the book. At this stage, you can either indent the text each time an extract occurs, or you can place "tags" at the beginning and ending of extracts like this, using square brackets and ampersands.

[&EXTRACT] Here is the text of an extract. [&END EXTRACT]

FOOTNOTES

If your book has Footnotes, they need to be set up as true Footnotes, using the tool in Word so they are noted in the text with a superscript number. It is sometimes recommended to place footnotes at the end of a chapter as End Notes. Then each chapter would begin with Note # 1 again. You may need to break your manuscript into separate chapter documents to keep the numbering of the Footnotes consistent by chapters, due to Microsoft's automatic footnote numbering. There are several different ways to handle footnotes, but we can help you confirm which is best for your title.

IMAGES, NOTATING IN 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 note where you would like the images to go. You can either type right in the manuscript, hand-write or use post-it notes on your printout, to mark where you want your images to be placed.

For instance, if your book has chapters, here is an example of a numbering system you could use. You can include the caption, or a simple description of the image in the same place.

First image in Chapter one:
        [Insert image # 1-1– caption or a description of image]
Second image in Chapter one:
        [Insert image # 1-2– caption or a description of image]
First image in Chapter two:
        [Insert image # 2-1– caption or a description of image]
Second image in Chapter two:
        [Insert image # 2-2– caption or a description of image]

The chapter number first, then hyphen followed by picture number. 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 with the images or in a separate word processing document called "captions."

Note 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.

FOR IMAGES

Please consider using a numbering system like the one mentioned above. However, if you have a large number of pictures, it's not necessary to change the filenames of your existing image scans. It is important to use the exact file names when indicating which images you want placed.

We can provide the scans of your images, if you provide us with your original artwork, photos, maps, etc., in order and numbered. A good way to provide the items for scanning is with a binder and clear plastic sleeves. Place each image in a plastic sleeve in order in the binder(s) and note the number on a master list. We will scan them in and name them according to your image numbering system.

You may provide scans of your images on photo CDs. However, we do not recommending 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 do not accept jpg or gif images taken from the Web. They are generally not high enough quality for the book printing process.

Presentation of Materials

It is very helpful when you provide us with a clear system, which coordinates the text with the placement of images. Much valuable time can be saved if we can easily see how your book will go together.

We will proceed with the layout of your book once we have received all of the materials you plan to include, so please hold all the pieces until you have everything ready for the project.

When all the parts are ready, text and images, then we can arrange to meet to go over it all together, or you may send it and we can arrange a phone call to review the items you have sent. Taking this time to

be sure of clear organization will definitely save time and reduce errors throughout the publishing process.

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, tell us exactly what it is you like about them and feel free to send printed pages to us. We will make our own suggestions, but by choosing Peter E. Randall Publisher you are retaining much more control over the design than in a trade publishing situation. Now is the time to state your preferences clearly, so we can proceed to the desired end product, which is a quality book.

Based on the information you give us, we will provide you with 2 design samples for your approval and refine from that point as we receive your feedback. Once you have approved a design, we will begin laying out your book.

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