DocUmeant Publishing

Keeping the Author at the Helm

Manuscript Submission Guidelines

The following information is provided to assist you in preparing your manuscript for submission. The DocUmeant Publishing guidelines are based on The *Chicago Manual of Style* which is the publishing industry standard.

Section I will provide general guidelines. (More detailed explanations can be found in Section II) *Please be sure you follow the guidelines in Section I carefully. Manuscripts not following the formatting guidelines may need extra time to adjust before layout. You may be charged for this time.*

IF YOUR MANUSCRIPT CONTAINS PHOTOS OR GRAPHICS, PLEASE SEE THE IMAGE OPTIMIZATION GUIDE IN SECTION III.

Section I

General Layout Specifications

FILE TYPE

You must submit your work in the standard **Microsoft® Word** file. If your manuscript was composed using 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 converted from one format to another. *If you need us to convert your file to the proper submission format there will be an additional fee for this extra work to be done.*

Your manuscript should be submitted in one continuous **Microsoft® Word** document. *Do not submit each chapter as an individual file.* Below you will find a list of all the different parts of a book that can be included in the manuscript: For a more detailed explanation of these parts see Order of Content in *Section II*.

ORDER OF CONTENTS:

Front Matter	TEXT	Back Matter
Half Title Page	First Text Page *or*	Acknowledgments *(if not in front matter)*
Endorsements	Section Title Page	
Title Page	Blank	Appendix
Copyright Page	First text page	Notes
Dedication	Epilogue	Glossary
TOC	Afterword	Resources
Forward / Preface	Conclusion	
ACKNOWLEDGMENTS / INTRODUCTION	**ABOUT THE AUTHOR**	**BIBLIOGRAPHY OR REFERENCES INDEX**

PAGE SIZE AND MARGINS

Your manuscript should be submitted in an 8.5 x 11-inch format. Use the **Microsoft® Word**'s default margins. When your manuscript is converted to the final size for your book, such as 6 x 9-inch, your book designer will determine the final margins. The text will shift and lines will break differently than on your original manuscript. Your book designer will compensate for these changes.

FONT TYPE AND LINE SPACING

For text in the body of your manuscript, we recommend using 12-point size, single spaced.

Make sure you bold, italicize, or underline what you want emphasised. Make sure to put headings of the same level in a uniform typeface, font size, and alignment throughout your manuscript. *How you format your manuscript is how it will be imported into the layout program. It is YOUR responsibility to make sure all this is done correctly.*

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

Chapter titles: Adobe Garamond 22-point, center aligned

First-level subhead: Adobe Garamond 18-point, left aligned

Second-level subhead: Adobe Garamond 15-point, left aligned

If there is more than one level of subheads please indicate in the following manner:

Chapter titles: Adobe Garamond 22-point, center aligned

First-level subhead: Adobe Garamond 18-point, left aligned

Text for body para

Second-level subhead: Adobe Garamond 15-point, left aligned

Text for body para

Subhead << level one subhead>>

Subhead << level two subhead>>

SOME OTHER IMPORTANT ISSUES:

- Use em dash (—) not two hyphens (--) for a break in a sentence. This can be found in your symbols panel in Word or by holding down the Alt key and typing with the number pad 0151. *Do not add spaces before or after the dash.* (Example: She outlined the strategy—a strategy she hoped …)

- En dash (–) is used for a span of numbers. This can be found in your symbols panel in Word or by holding down the Alt key and typing with the number pad 0150. *Do not add spaces before or after the dash.* (Example: The years 2010–2013…)

- Underlines are only under words, not puctuation.
  (Example: <u>good</u>. not <u>bad.</u>)

- Elipses. If your manuscript contains elipses, please add a space before and after them throughout your manuscript. In cases where they come at the end of a paragraph or sentence or in front of a closing symbol such as (or " the final space is not required.

HEADERS AND PAGE NUMBERS

Manual page numbers and headers create similar issues to hitting the enter key at the end of every line. Removing them can be difficult, time-consuming, and expensive. To avoid this issue, please do not include any header/footer information in your manuscript.

This Section is Very Important. Please Read Carefully.

BODY TEXT AND 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 (known as a hard return) or Shift + Enter (known as a soft return) to move the cursor to the next line or page will cause spacing problems when your manuscript is formatted into its final book dimensions.

INCORRECT	INCORRECT REFLOWED	CORRECT
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PARAGRAPH INDENTATION AND OFFSET (BLOCKED) TEXT.

** Do not use the space bar or the TAB key to indent paragraphs, as this will throw off the layout of the final format. See the Paragraph Indentation and Offset (Blocked) text in the next section for instructions on how to set these.

SPACING WITH PUNCTUATION

**Use just one space after all ending punctuation marks, including periods, question marks, EXCLAMATION POINTS, AND COLONS, (exept before a paragraph break).

Note: Use single space between sentences. Do not insert double paragraph breaks; use extra spacing in paragraph formatting instead.

PAGE BREAKS

**Do not use the Enter key or the TAB key to start your chapter on a new page. To start a new chapter, section, part, volume, or book, use the page break function in your word-processing software. See Page Breaks in the following section.

TEXT FRAMES, TEXT BLOCKS, ANCHORED OBJECTS

Under NO circumstances use these in your manuscript. When your Word document is imported into the layout program these create serious problems. Sometimes they don't import at all. Please keep text in the regular flow of the document. In your manuscript, you should specify that the offset text is different from the body text.

Example:
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<<End call out box>>

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TABLES AND GRAPHS

Please DO NOT convert tables and graphs with text to a raster image. (i.e., jpg or tif). Text, when converted, can become difficult to read. Leave as text. This allows the interior designer to adjust when necessary. More information on tables can be found in *Section II.*

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. Do not use tabs or spaces as these can cause serious issues at the layout stage.

IMAGES INSERTION

Do not insert images into your manuscript. To indicate where you wish to insert images into your manuscript please see the following example.

My sister became a WAC at the age of 17. Upon graduation from training she was deployed to Cambodia and was assigned to the First Airborn Unit.

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

Send your images as separte files. Please see *Section III* for more information about image requirements.

Section II

More Detailed Explanations And Directions

ORDER OF CONTENT

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)

Title page: The title normally consists of the main title, the subtitle and the author's name.

Copyright page: (Provided during design)

This page will contain 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. You may want to include your illustrator, designer, and/or editor. If we did not assist you in this process, please let us know who they are and how they wish to be credited.

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.

Contents: (Provided during design)

Your contents will be auto generated during the layout phase. You may want to include it with your manuscript to ensure all headings are properly assigned, but this is not required.

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.

Introduction:
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.

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.

Chapter layout:
To indicate where your chapter breaks are in your manuscript please insert page breaks. Do not use multiple paragraph breaks.

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.

BACK 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.

Index: (Provided during design)

The index begins on a new page. In a book with both name and subject indexes, a name index precedes a subject index. These will be built by your designer. However, you will need to provide the list of words you wish included in your index.

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 or simultaneously type CTRL + Enter on your keyboard. Select Break from the menu that appears, then click the Page break option (see next page).

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.

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

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. Do not create your table larger than the final size of your book minus the margins (i.e., final book size is 6" X 9" then table width should be no larger than 4.875"). Font size should not be smaller than 10 pt. *If you do not follow these guidelines we may need to resize, and text will be too small to read.*

Section III

Image Optimization Guide
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 a separate file. (Graphics include photos, charts, diagrams, drawings, etc.) Each graphic file should be submitted in full color (or grayscale if for print only), have a resolution of at least 300 dpi (dots per inch), clear crisp image, and be in a TIFF (.tif), or JPEG (.jpg) format. The size of the image should be at least 3-inches on a side. 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 at the end of this document.

Example:

My sister became a WAC at the age of 17. Upon graduation from training she was deployed to Cambodia and was assigned.

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

SIZE AND RESOLUTION:
ENSURING IMAGE CLARITY WITHIN YOUR BOOK

All digital image files are not created equal. The two properties which most directly affect the quality of a digital image are size and resolution. Small size and low resolution are the most frequent problems authors face with image quality, so it is a good idea to spend a little time to understand them now, before your image selection begins.

IMAGE SIZE
The image size needs to be no less than the actual size at which the image will appear in your book. For example, if you are sending an image that you want to fill one full page in a 6" x 9" book, the size of the image file must be at least 6" x 9". Images can always be reduced in size to fit into your book, but small images cannot be expanded without becoming distorted. If you've seen images online or printed that appear blurry or pixilated, they were likely expanded from a smaller image.

IMAGE RESOLUTION
When referring to digital images, the term "resolution" is used to quantify the number of pixels or dots that make up an image. As the number of pixels in an

image increases, so do the resolution and clarity of the image. The two standard measures for resolution are dots per inch (dpi) and pixels per inch (ppi). The terms are interchangeable, as both are a measure of the number of pixels within the image. In printing and publishing, *the standard threshold for image clarity is 300 dpi*. Images with a resolution of less than 300 dpi can appear distorted and pixilated when printed. As with image size, image resolution can always be decreased, but image resolution cannot be artificially increased.

ALTERING IMAGE SIZE AND RESOLUTION

If your images were taken with a high quality digital camera, they are most likely already an appropriate size and resolution for submission. If you are scanning images from hardcopy paper files or original photographs, you can set the resolution and size of your digital image in your scanning program settings. Always check the resolution and size after scanning, and adjust your settings and rescan if necessary. If you are not comfortable scanning images and check- ing size and resolution, there are a number of businesses that can perform the service for you. Your local copy shop, as well as retail stores like FedEx Kinko's™ and Staples® can scan your pictures and save them as digital files on a disc for a nominal per-picture cost. If you let them know you need your images scanned at 300 dpi at actual size, they'll know exactly what to do.

If you are unable to resubmit any such images at the minimum required resolu- tion we will reject the low res images and will not be able to include them in your layout design without your written permission acknowleging that you ac- cept the fact the images will not print well.

GRAPHS AND CHARTS WITH TEXT

Create your graph and/or charts at the final size of your book minus the mar- gins (i.e., final book size is 6" X 9" then chart width should be no larger than 4.875"). Font size should not be smaller than 10 pt. *If you do not follow these guidelines we may need to resize, and text will be too small to read.*

SEND DIGITAL IMAGES SEPARATELY, AS INDIVIDUAL FILES

When submitting digital images, it is best to send them in separate, individual files. When your book designer begins work on your book, they must import your images into their design program one at a time. Include placeholder text in your manuscript for each image. Simply include a place-holder like

<<Place Image filename.jpg here.>>

Your book designer will replace this text with the image file you submitted separately.

COPYRIGHTED IMAGES REQUIRE WRITTEN PERMISSION

If you are sending images, which you did not produce or own the rights to, you will need written permission from the rights holder and submit the permission to DocUmeant Publishing before including the image in your book. Copyrighted material includes (but is not limited to) newspaper and magazine pictures and articles, most clip art, most images found on the Internet, and most pictures you did not take or create yourself without acquiring or buying permission to use.

IMAGES FROM NEWSPAPERS OR MAGAZINES REPRODUCE POORLY

Images from newspapers or magazines suffer a substantial loss of quality when scanned due to the unique way in which newspapers and magazines are printed. When scanned, these images often have lines or patterns on them that are difficult if not impossible to remove. *Most images in newspapers and magazines are subject to copyright as well, and we are required to obtain written permission before these images can be included in your book.*

INTERNET IMAGES SHOULD STAY ON THE INTERNET!

Most images posted on the Internet are displayed at 72 dpi to save file storage space. While these images may be clear on your monitor, if they are saved separately and printed they often appear pixilated and distorted. Unless you can specifically download a high-resolution copy of the image (300 dpi), it is best to assume that most images on the Internet cannot be reproduced in your book.