

MANUSCRIPT SUBMISSION SPECIFICATIONS
BLACK & WHITE INTERIOR BOOK WITH NO
INTERIOR IMAGES

This guide is for black & white manuscript submissions WITHOUT ANY interior images. If your book falls into a category other than this, please contact your Account Manager for the appropriate manuscript submission specifications.

To achieve the book that you envision, it is important that you submit your manuscript to us in a consistent format using the specifications below.

File Types

Please submit your final manuscript as a single file in one of the following formats:

- Microsoft Word (.doc)
- Rich Text Format (.rtf)
- Plain Text Format (.txt)

To convert a file that was created in a program other than Microsoft Word, such as Microsoft Works or WordPerfect, click “File” > “Save As” and select .rtf or .txt from the “Save as type” drop-down menu. After saving the file, check it for any conversion errors such as odd symbols in place of quotes or other punctuation marks and unintended section breaks. In other words, does your manuscript look the same as it did prior to saving it in the new format?

Fonts

Please submit your manuscript in one of the following four fonts. This ensures options such as **Bold** and *Italics* remain in your text when it is formatted to the template of your choice.

- Times
- Times New Roman
- Arial
- Courier

Your text’s font will be changed to the one associated with your selected template during the book formatting process. If you submit your manuscript in a font other than those listed above, including variations of these fonts, such as Arial Black and Arial Narrow, it will result in a pause in the workflow and will require that you correct the manuscript and re-upload it in GPS.

Word Count

Please ensure your manuscript’s word count does not exceed the maximum for your book’s trim size.

Trim Size Maximum Word Count

Size A – 5.25” x 8” 230,000

Size B – 6” x 9” 290,000

Size C – 7” x 10” 350,000

Special Characters and Additional Formatting Options

The formatting of any special characters, including foreign letters, accents, musical and mathematical symbols, windings images, or additional formatting options such as strikethroughs cannot be guaranteed.

Editing

While you will have the opportunity to make changes to your manuscript after it is formatted, it is much easier and less expensive to submit the completed version at the start. *If you have used the comments and/or track changes feature(s) of Microsoft Word during the editing process, please ensure all comments have been removed and all changes accepted or rejected.*

Title Page

There is no need to include a title page in your manuscript. We will create one when your manuscript is formatted.

Dedication

If you wish to have a dedication page included in your completed book, please include it in your manuscript.

Table of Contents

If you wish for your formatted book to include a table of contents, please include it in your manuscript. Your table of contents should be kept to a maximum of two levels (see example below). *Hint: Many word processing programs include useful table of contents functions.*

Table of Contents

Section A	2
Chapter One	3
Chapter Two.....	4
Section B	6
Chapter One	7
Chapter Two.....	8

Section Breaks

You may place a section break within a chapter in your book to be formatted in two ways: with the decorative accent/fleuron associated with your selected template or without it.

To have the **fleuron** placed in the section break, indicate this by placing three asterisks *** on a separate line between the places you wish for the break to occur, as shown below.

Sally immediately picked up the phone to call her mother and tell her the incredible news that she had just been accepted into law school.

When Sally arrived at law school, it was everything she expected and more...

If a line appears after you type the three asterisks and hit enter, the AutoFormat feature in Microsoft Word is probably on. To turn it off, select "Format" > "AutoFormat," click on "Options," select the "AutoFormat As You Type" tab and uncheck the "border lines" box under the heading "Apply as you type."

If you would like a section break **without** the associated fleuron, use three hard returns (press the enter key to make a hard return) between the sections, as shown below.

Sally immediately picked up the phone to call her mother and tell her the incredible news that she had just been accepted into law school. ¶

¶
¶

When Sally arrived at law school, it was everything she expected and more... ¶

Please do not use the section break option available in many word processing programs, as these section breaks will not convert properly in the formatting process.

Excerpted Material (Block Quotes)

Any excerpts or quotes you would like indented in a block style need to be noted appropriately as indicated below. If you would like the material to appear in *italics*, please *italicize* the text as you wish.

How you let us know it is excerpted material:

<Begin excerpting>

Excerpted material

<End excerpting>

An example:

<Begin excerpting>

“Nature gives to every time and season some beauties of its own; and from morning to night, as from the cradle to the grave, it is but succession of changes so gentle and easy that we can scarcely mark their progress”

- *Charles Dickens*

<End excerpting>

Bullets

Bulleted lists should use only the standard solid black-dot bullet style like the ones below.

- Bullet number 1
- Bullet number 2
- Bullet number 3

Tables, Columns, Charts, Graphs, Mathematical Calculations, Text Boxes Shading & Borders

Tables, columns, charts, graphs, mathematical calculations and text boxes will not format properly when submitted as part of your manuscript. We consider these images and therefore they should be submitted as such. If you wish to have these in your completed book, please contact your Account Manager for information about submitting images.

Please also remove any borders or shading included in your manuscript prior to submission to BookSurge.

Endnotes

Endnotes may be used to show the source of borrowed material or to enter explanatory or supplementary information. To insert these, use the endnotes function in your word processing program. Footnotes cannot be formatted properly and should be converted to endnotes before submitting your manuscript to BookSurge. *Hint: Consult your word processing software's help function for instructions on converting your footnotes to endnotes.*

Indices

If you wish to have an index included in your book, you will need to complete it after your manuscript is formatted. Provide the index to BookSurge as a single Microsoft Word (.doc), Rich Text Format (.rtf), or Text (.txt) file with each entry you wish to appear in the index listed with the associated page(s). This will be one of the last steps in the process.

When you are otherwise completely satisfied with your manuscript's digital proof, visit your GPS account and upload the index in the "Other Miscellaneous Files" field in the "Upload Book Files" section of GPS. In order to have your index incorporated into your formatted book file, you must reject your digital proof from the "Books in Process" screen in GPS by clicking the red "X/Enter Corrections." Indicate in the GPS corrections panel that you have uploaded this file, as shown below. We will then format the index into the end of your book for a \$100 fee.

Online Proof Form								
#	Correction Location	Correction Type	Book Page #	PDF Page #	Paragraph #	Line #	Incorrect	Correction
1	Page	FORMATTING	NA	NA	NA	NA	NA	Uploaded index to miscellaneous field

Cover Art

If you are using one of BookSurge's cover design templates that supports an image, please submit it in the exact size as required by your selected template with a DPI of at least 300. If you wish for the image to appear in full-color on your book's final cover, please submit it in CMYK color mode. If you wish for the image to appear in black and white on your book's final cover, please submit it in grayscale color mode. Upload the image in the "Cover Art" field in the "Upload Book Files" section of GPS. If you wish to have images on your book's front and back covers, zip both images together and submit them as a single file. All information such as your title, sub-title, author name and back cover text will be placed on your book's cover exactly as it appears in your GPS account. Please note BookSurge requires a barcode to be present on all covers and will add it to your book's cover for you. *For more information about working with images, see our Digital Image Guide at http://www.booksurgepages.com/Downloads/digital_image_guide.pdf.*