



B O O K S U R G E

MANUSCRIPT SUBMISSION SPECIFICATIONS
FULL-COLOR BOOK

This guide is for full-color manuscript submissions. If your book falls into a category other than this, please contact your Account Manager for the appropriate manuscript submission specifications or visit www.booksurge.com/category/1227573561/1/Author-Resources.htm to download the appropriate 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.

Color Manuscript Submission Types

Traditional Picture Box – With this submission type, text appears on the left or right pages with your full-color images on the opposite facing pages. The location of the images and text will depend on your placement notations in the original text file you submit to BookSurge.

Classic Storyteller – This submission allows for images and text to appear on the same page and on both left and right hand pages. It accommodates both small and full-size images, offering complete freedom of image placement. The location of the images and text will depend on your placement notations in the original text file you submit to BookSurge. Images for this submission must be sized to fit the page with the text. Take into account the amount of text on each page and the font size and adjust the image size accordingly.

Master Bookmaker – This submission allows the most page-by-page control of your finished book. If you have chosen the Master Bookmaker option, you should submit a mock-up of your book. Your mock-up can be mailed to your Account Manager or submitted as a PDF file in the “Other Miscellaneous Files” field in the “Upload Book Files” section of GPS. Your mock-up may be as specific as you like and can even be a rough sketch of each page on notebook paper. Your book will be laid out according to the mock up provided. Our artists may make small aesthetic changes to achieve the best final book possible.

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.

Trim Sizes

The order of your trim size should always read as width in inches x height in inches of your final book regardless of whether you intend the final version to be in a portrait or landscape format. You may choose from five trim sizes for your full-color trade paperback book: 5.25" x 8", 6" x 9", 7" x 10", 8.25" x 8.25" and 8.25" x 6".

Minimum and Maximum Page Counts

The minimum page count for full-color books is 24 and the maximum 250.

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.

Page Breaks

To indicate places in your manuscript where you would like the text or image to appear on a fresh page in your completed book, you must insert a page break, rather than using hard returns (i.e. hitting "enter" until your cursor is on a new page). Consult your word processing software's documentation to learn how to enter a page break.

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.

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. Please refer to the "Images" section of this document for specifics on submission.

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

IMAGES



BOOKSURGE

The following guidelines refer to the submission of your full-color interior images. For more information about working with images, see our Digital Image Guide at www.booksurge.com/category/122757356/1/1/Author-Resources.htm.

Note that images also include tables, columns, charts, graphs, mathematical calculations and text boxes. For more information regarding the definition of images, please contact your Account Manager.

Noting Image Placement and Captions in Your Manuscript

Please note in your manuscript where you would like your images placed as shown below. Use the appropriate image name, file type and caption, if applicable.

Example – image only, no caption

...Text before image

<Insert image KidsPlay.jpg>

Text after image...

Example – image with caption

...Text before image

<Insert image KidsPlay.jpg>

Caption

Text after image...

Image Size

Your images should be submitted in the exact size as you wish for them to appear in your completed book. Images that you do not wish to have a full-bleed (go all the way to the edge) should be no larger than the dimensions below that correspond to your selected trim size. While your images may be smaller than the maximum image size, keep in mind that your text will not wrap around your images. Images that you wish to have a full-bleed must be able to be cut up to .25" in any direction without damaging the effect of the image and should be the size listed below that corresponds to your selected trim size.

Trim Size	Maximum Image Size	Full-Bleed Image Size*
5.25" x 8"	4.25" x 7"	5.5" x 8.5"
6" x 9"	5" x 8"	6.25" x 9.5"
7" x 10"	6" x 9"	7.25" x 10.5"
8.25" x 8.25"	7.25" x 7.25"	8.5" x 8.75"
8.25" x 6"	7.25" x 5"	8.5" x 6.5"

**Note: Images will not bleed across the middle of the book. If your book is set-up for them to do so, there will be a small white line in the book's gutter.*

If you have chosen the Classic Storyteller option and will have images and text on the same page, remember your images must be sized appropriately to allow both the image(s) and text to fit on the page according to your selected trim size, font and font size.

Image Resolution

All images should be submitted at 300 DPI or higher.

Color Mode

To ensure the highest quality printing, submit your full-color images in CMYK mode, not in RGB.

Submitting Your Images

Submit your images at the same time you submit your manuscript. Compress the images into a single file using compression software. Please save your images in a JPEG or TIFF format and upload your single compressed file to the “Embedded Graphics” field in the “Upload Book Files” section of GPS.

Upload Book Files for GPUB05541-00002	
Manuscript for EDITING:	<input type="text"/> <input type="button" value="Browse..."/>
Book for PRINT:	<input type="text"/> <input type="button" value="Browse..."/>
Cover Art:	<input type="text"/> <input type="button" value="Browse..."/>
Author Photo (.jpg):	<input type="text"/> <input type="button" value="Browse..."/>
Embedded Graphics (.zip):	<input type="text"/> <input type="button" value="Browse..."/>
Color Insert:	<input type="text"/> <input type="button" value="Browse..."/>
Other Miscellaneous Files:	<input type="text"/> <input type="button" value="Browse..."/>

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.