

# Total Design Freedom:

## Submission Specifications

*Please adjust your manuscript (or interior text) to conform to the specifications detailed in this document. The changes and added notations that we request help us understand your intentions for your book and ensure that the manuscript will move into our workflow without delay.*

## **A Bit of Preliminary Advice**

It is extremely important the files you submit are comprehensively edited and thoroughly proofread. It is the best way to reduce costs and shorten timelines. If more than 100 content changes are requested, resubmission of a new manuscript is necessary and resubmission fees will apply<sup>1</sup>.

## **MANUSCRIPT PREPARATION**

### **File Types**

Please submit your final manuscript as *one single file*. We accept manuscripts in one of the following formats<sup>2</sup>:

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

### **Fonts**

Please submit your manuscript in one of the following four fonts.

- Times
- Times New Roman
- Arial
- Courier

Submitting text in these basic fonts ensures that font styles such as **Bold** and *Italics* remain in your text when we transfer your file into our design programs. You will have the opportunity to update the font during the design process.

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<sup>1</sup> Resubmission Fees: Text only - \$199; 1-20 images and up to 2 charts or graphs - \$299; 21-40 images and up to 15 charts or graphs - \$399; 41-60 images and up to 25 charts or graphs - \$499

<sup>2</sup> 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. Make sure that your manuscript looks the same as it did prior to saving it in the new format.

## Word and Page Count

Please ensure your manuscript's word count does not exceed the maximum for your book's trim size. We will not be able to provide a final page count until after the design phase is complete.

Black and White:

<b>Trim Size</b>	<b>Maximum Word Count</b>
5.25" wide x 8"	230,000
6" wide x 9"	290,000
7" wide x 10"	350,000

Color:

<b>Trim Size</b>	<b>Maximum Page Count</b>
5.25" wide x 8"	Minimum 24 pages, Maximum 250 pages
6" wide x 9"	Minimum 24 pages, Maximum 250 pages
7" wide x 10"	Minimum 24 pages, Maximum 250 pages

Children's Total Design Freedom:

<b>Trim Size</b>	<b>Maximum Page Count</b>
5.25" wide x 8"	Minimum 24 pages, Maximum 50 pages
6" wide x 9"	Minimum 24 pages, Maximum 50 pages
7" wide x 10"	Minimum 24 pages, Maximum 50 pages
8.25" wide x 6"	Minimum 24 pages, Maximum 50 pages
8.25" wide x 8.25"	Minimum 24 pages, Maximum 50 pages

## **Track Changes**

If you have used the comments and/or track changes feature(s) of Microsoft Word during the finalization of your manuscript, please ensure all comments have been removed and all changes accepted or rejected. If you need instructions on removing comments and track changes, please view our [Identifying Unintended Spaces Document](#).

## **Front Matter and other Additional Pages**

***All pages you wish to appear in your finished book should be submitted in your manuscript (or interior text) file. Please submit all elements in one file.***

BookSurge will create copyright and title pages for your book. Any other text that is to appear in your book should be submitted at one time and in one file. This includes, but is not limited to, the dedication, acknowledgement, disclaimer, about the author and table of contents pages. All such pages are optional.

Your table of contents *does not* need to reflect the correct page numbers in your manuscript. BookSurge will update the page numbers of your table of contents after we design and format your book.

## **Indices**

If you wish to have an index included in the book, you may complete it after the 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, along with the associated page(s). This will be one of the last steps in the process.

Once you are completely satisfied with your manuscript's digital proof, visit your GPS account and upload the index by clicking the red "X/Enter Changes" button. Upload the completed index on this page by clicking "Browse." Locate the file saved on your computer and click "Open." Once you have uploaded your index, your design team will contact you with the next steps.

## **Section Breaks**

If you would like fleurons (examples include: ©© or \* \* \* ) to separate sections of your text, indicate this by typing two asterisks \*\* between the lines of text that you wish for the break to occur. You will have the opportunity to choose a desired style of section

break for your book during the design process.

### **Endnotes/Footnotes**

Footnotes and endnotes can only be accepted if you have used the footnote or endnote function in Microsoft Word. To avoid possible formatting errors, contact your account management team if footnotes or endnotes were not created in Microsoft Word.

### **Special Text Formatting**

Special formatting includes excerpts, columns, sidebars and text boxes. Let us know which sections of text require special formatting by typing in notations above and below the appropriate text.

Example of Special Text Formatting:

<Begin formatting – text box>

“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 formatting>

If you would like the material to appear in italics or bold, please italicize or bold the text as you wish.

### **Unintended Spaces**

Unintended spaces within your manuscript can lead to unintended spaces in your proofs.

Unintended spaces are often the product of:

1. A poor conversion from one (typically older) word processing program to another
2. An author or typist using the “Enter” button at the end of a line, but in the middle of a sentence, in order to advance to the next line
3. The typist using the space bar to line up text or advance to the next line

If any of the above applies to your manuscript, please view our [Identifying Unintended Spaces Document](#) available in the Downloads page of your BookSurge account.

## **Page Breaks**

Please insert a page break:

a) before and after any content that is intended to occupy its own distinct page. (Note: if you wish to place an image on its own page, insert your page breaks above and below the “insert image notation” or above and below the image embedded in your manuscript)

b) in any instance where you would like the flow of text to stop and resume on the following page. Clearly defined chapter headings are an exception to this rule. We will automatically move all clearly defined chapter headings to the top of a new right-hand page.

Text that naturally flows from page to page in your document, a page break is not needed. When the text is formatted, it will break and flow from page to page based on your selected trim size. Inserting page breaks at the end of every page will cause formatting errors.

## **IMAGE PREPARATION**

Total Design Freedom allows for authors to include up to 10 free images for standard submissions and 30 free images for Children's Total Design Freedom Submission. For each additional image over 10, a \$15.00 fee is assessed.

BookSurge considers any object besides non-standard English language text you wish to include in your book an image. In addition to photographs and graphic images, any graphs, charts, foreign characters, tables, mathematical equations, columns and text boxes are also considered images and must be treated as such with your submission.

If you are unable to provide charts, graphs, tables or column style text as an image, we will be able to recreate these for a fee of \$25.00 each.

## **Image Size and Resolution**

The digital images you submit should be:

- at least 300 DPI (dots per inch)
- at or larger than the size they are to appear in your book
- submitted as a .jpg or .tiff file

Contact your account management team if you are unable to check the resolution of your images. Images copied or downloaded from the Internet are typically low resolution and not suitable quality for reproducing in printed material.

If you cannot submit digital images that meet our Submission Specifications, you also have the option of submitting hard copies of your images by mail. We will scan your pictures at high resolution with no extra fee. We strongly recommend that you use insured mail when sending hard copy images.

Please mail all hard copies of your images to the attention of your account management team. Our address is:

BookSurge  
7290-B Investment Drive  
North Charleston, SC 29418

### **Noting Image Placement and Captions in Your Manuscript**

Communicate the placement of your images by either

- a) Pasting the images in your manuscript yourself, or
- b) Submitting a manuscript with insert image notations as shown below:

Example 1: Without caption

<insert image magic\_tree.jpg>

Example 2: With Caption

<insert image magic\_tree.jpg>

This is a photograph of me and the magic tree circa 2004.

Note that if you choose to leave your images in your manuscript, please send us hard copies of your images or upload a separate folder containing all of your images. We are unable to extract images from a text file and maintain high resolution.

### **Submitting Your Files**

Please submit any images at the same time that you submit your manuscript. Your

interior images should be sent in a compressed or “zipped” folder. For help saving your images in a compressed folder, visit our [Save Your Images to a Compressed Folder](#) document.

For instructions on uploading your files, refer to the "From Manuscript to Book" Guideline, sent with your welcome email.

*For more information about working with images, see our [Digital Image Guide](#).*

**Thank you for reviewing our Submission Specifications. Should you have any questions, please contact your account management team.**