

Submissions Guide

Welcome. We are about to begin an exciting process –bringing your book to life.

This guide is a useful ‘go-to document’ as we start off on your publishing journey. It will take you through the nuts and bolts of turning your manuscript into the finished article.

We will not be publishing your book overnight (you’ll be pleased to hear!), but it won’t take years, as can happen in the *trad* world. We pride ourselves on being efficient and timely while everything is done properly, thoroughly and professionally.

Whilst we are doing all of the heavy lifting at this end, there will be parts of the process that we need you to do as only you can do it. For example, checking through the edited version of our book or giving us clear instruction on where photos or images are to be placed. Please do follow the instructions below, as they are intended to make the process as easy as possible and to avoid needless errors, delays and confusion.

So your first task is for you to send us your book! Every book is different, but the information that follows designed to help you get it in the best shape possible before sending it to us, to make the process run as smoothly as possible.

1. How to submit your unedited manuscript

When you submit your manuscript, it is important that it is in its finished form and, to the best of your abilities, error-free. Please take care to check in particular that your name and your book’s title are spelled correctly, as how they appear in your manuscript is how they will appear on the cover of your print or eBook.

If you are taking advantage of our editorial services (including the Mini-Concierge and Concierge service – www.authoright.com/publishing) please ensure the manuscript is error-free to the best of your knowledge before submission.

> Please email us your book as a Microsoft Word document.

If for any reason your Word document is a large file size i.e. over 7MB, please send it by www.wetransfer.com.

Please note: it is essential that you do not send us the only copy of your manuscript! You must retain both electronic and printed copies. We would also recommend that you ‘back up’ your electronic copies on a regular basis. We cannot be held responsible for lost or damaged materials under any circumstances.

2. How to submit your final edited manuscript

Once your manuscript has been edited, you must send it back to us as a single 'Microsoft Word' document, saved as a standard .doc or .docx file. You must submit it in one file only; we will not be able to process manuscripts delivered as multiple files (submitted as 20 files with each one being a single chapter).

Please check that the book you send us is the book you want to appear –look for little things like the contents being in the right order! We will not be able to accommodate any changes to the structure or content of your manuscript after you have submitted it –help us to make it perfect!

When preparing your manuscript, please try to avoid any unnecessary 'formatting' of the document. For example, please don't number your pages. Paragraphs must have proper paragraph returns, not lots of spaces or tabs or soft returns. If you have used 'track changes' in your manuscript, please check they are turned off before you submit.

Also, please be sure that you have received permission to use any copyrighted material contained in your manuscript, including excerpts and images. You can find guides to this online ([please click here for more information](#)) – song lyrics, for instance, are copyrighted and cost a lot of money to get rights for. Don't be caught out!

Once your finished book is with us, we will then import your Microsoft Word document into professional book design software. This will result in a professional book interior i.e. it won't look like a Word document any longer. Your book is starting to take shape! Please keep in mind that a natural side-effect of this project is new margins, page size, and page count.

Remember, the text in the final, typeset book will appear exactly as it does in the edited manuscript you submit. Please be sure that the document is precisely to your liking before submitting.

> [Please email us your book as a Microsoft Word document.](#)

If for any reason your Word document is a large file size i.e. over 7MB, please send it by www.wetransfer.com.

3. How to submit digital images for your book's interior

Before settling on images, think of the books you know like yours. Most books actually aren't image heavy; in fact, many don't have any images at all! Images should be used sparingly for maximum effect. Multiple images can radically increase production costs and, in turn, retail price. Full colour printing is the most expensive printing option. One full colour image means

the whole book has to be printed in full colour. A small, highly curated selection of high quality black and white images is often the best choice if images are needed at all.

If you do decide, in consultation with us, that images are essential, please do not send us originals of printed photographs or illustrations. We know this material can be of high sentimental value, and we cannot be held responsible for lost or damaged materials under any circumstances. If you want to reproduce an original printed photograph or illustration in your book, you must scan it and save it electronically.

When it comes to sending us the images for your book, if there are any, please include them as separate files. Specifications for images to be included in the book's interior are as follows.

Colour:

- CMYK colour space
- 300 dpi resolution at full size
- .JPG file

Black and white:

- Grayscale colour space
- 300 dpi resolution at full size
- .JPG file

Renaming your files

In order to ensure that your images go in the right place in the book, please give us as much detail about them as possible: electronic images with random filenames like 345567_55.jpg or SCAN_45889.jpg are not helpful! So please rename your image files clearly and send them to us with a corresponding list of descriptions / captions in a Word doc, using the following suggested format:

WORD DOC	FILE NAME
1. John at the beach	1.jpg
2. John taking a walk	2.jpg
3. The house by the lake	3.jpg

... and so on

If the captions are longer, and need to be included with the image, please include this information too. For example:

1. John at the beach	1.jpg
'John at the beach –North Carolina, March 1929'	

If you are not specific about where you would like things to go, or how they should appear, and leave this up to us, this is fine. We will use our own experience to lay things out as we think best. This might mean that though that the book is then not exactly see it in your mind when you receive the digital proof. We can then amend it, based on your feedback, that's no problem. But the clearer that you can be on what you would like to achieve at the start, the more likely it will be that we get your book as you want it first time.

4. Work Flow

Between you submitting your manuscript and your book appearing on the shelf, it might appear as if there are quieter and busier periods, peaks and troughs of activity. In practice, even during the quiet periods –when you might not hear from us that much –we are still busy working on the project. For instance, a proper proofread or copy-edit takes time, as does the typesetting of the book. We will try where possible to let you know how long the process will take –while it is happening there is nothing to report!

But don't worry – during periods of the marketing campaigns, you will probably feel as if there's a lot of contact and that we are constantly in touch. So enjoy the quiet periods while you can!

5. Communication

We love talking with authors about their books –it's why we got into this business. And we do want to make sure that we making the book for you that you want made.

Good communication is, of course, vital. As you can imagine, like any busy publisher, we are working on various books and with various authors all the time. So for us, the best form of communication is email –it helps us get the job done and to stop needless errors arising.

Like you, we take your project very seriously –if you have a series of questions, we want to have the time to consider them and give the fullest response possible. Putting them in an email gives us time to do this, and ensures we both have a record of what's happening and when, something both parties can refer back to if need be.

If you do need to speak with us, of course we will be happy to do so –just email in advance and arrange a time to speak –be it with your Concierge Manager or one of the Publicists or anyone else working on your project. We're here to help.

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Finally, we just want to reiterate the fact that it's a pleasure to be working with you on your book. It will be an exciting few months ahead.

If you have other questions, please do see the FAQ section of our website <http://www.authoright.com/faq>, and if your question isn't answered there, please get in contact, we'll be happy to help.

Thank you

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