

PREPARING YOUR MANUSCRIPT FOR FORMATTING

To ensure your manuscript is ready for professional formatting for print and eBooks, follow the instructions below based on the platform you're using (Google Docs, Microsoft Word, or Scrivener). This will save time and ensure a smooth transition from draft to polished interior files.

General Guidelines for All Platform

Use a single file for the entire manuscript, including the front matter (e.g., title page, copyright, dedication) and back matter (e.g., acknowledgments, about the author). Or send the manuscript, front matter and back matter in separate files but clearly labeled and following the guidelines below.

Scene breaks should be labeled as either "scenebreak" or with three *** or three ###

Texting conversations should be bold, italicized, or indicated the start and finish by either "text" or three *** or three ###

Consistency is key: maintain uniform formatting for font, spacing, and structure.

Avoid adding layout elements manually (e.g., tabs for indents, spaces for alignment) and rely on built-in tools for formatting.

Submitting Your Manuscript

01

Save and send your manuscript as a .docx file, regardless of the platform you used to write it. This ensures compatibility with formatting tools.

02

Include any additional files (e.g., images, special requests) as separate attachments or in a shared folder.

03

Provide clear instructions for any specific formatting preferences, such as fonts, chapter headings, or alignment, in a cover document or email.

Following these guidelines will help streamline the formatting process, allowing your manuscript to transform into a polished interior file for print or eBook publication. If you have any questions or need clarification, feel free to reach out!

If You Write in Google Docs

1. Font and Spacing

- Use a standard font such as Times New Roman, Arial, or Georgia in 12-point size.
- Set line spacing to double or 1.5 in the "Format > Line & Paragraph Spacing" menu.

2. Headings and Subheadings

- Use Google Docs' "Styles" for chapter titles and subheadings. Apply styles like "Heading 1" for chapters and "Heading 2" for subsections.
- Access styles via the toolbar dropdown or "Format > Paragraph Styles."

3. Page Breaks

- Insert a page break between chapters by going to "Insert > Break > Page Break."

4. Images

- Do not embed images directly. Instead, include placeholders (e.g., [Insert Image 1 Here]) and submit high-resolution images separately.

5. Export Your File

- Download your document as a Microsoft Word file by going to "File > Download > Microsoft Word (.docx)." This ensures compatibility with formatting software.

If You Write in Microsoft Word

1. Font and Spacing

- Use a standard font like Times New Roman, Arial, or Georgia, size 12.
- Set line spacing to double or 1.5 using "Paragraph > Line Spacing."

2. Use Styles for Consistency

- Apply "Heading 1" for chapter titles and "Heading 2" or "Heading 3" for subheadings.
- Access styles in the "Home" tab under the "Styles" group.

3. Page Breaks and Indents

- Insert page breaks at the end of each chapter with "Ctrl + Enter" (Windows) or "Cmd + Enter" (Mac).
- Use the ruler or "Paragraph > Indentation" to set paragraph indents (do not use tabs or spaces).

4. Footnotes and Endnotes

- Use Word's built-in footnote and endnote tools under "References."

5. File Clean-Up

- Check for extra spaces or inconsistent formatting using the "Find and Replace" feature ("Ctrl + H" or "Cmd + H").

6. File Submission

- Save your file in .docx format to ensure compatibility.

If You Write in Scrivener

1. Organize Your Manuscript

- Ensure all chapters and sections are properly titled and organized in the Binder.
- Avoid overly complex folder hierarchies that could complicate exporting.

2. Formatting

- Use a standard font like Times New Roman or Arial, size 12, for body text.
- Set consistent line spacing in "Format > Line Spacing."

3. Compile Your Manuscript

- Use Scrivener's "Compile" feature to export your manuscript:
- Go to "File > Compile."
- Choose "Manuscript (Times)" or a similar option for a clean, basic layout.
- Select "Microsoft Word (.docx)" as the output format.
- Ensure you include all chapters and sections, as well as any front and back matter.

4. Avoid Styling Overlap

- Do not overformat text (e.g., colors, bold, or large fonts for headings). Instead, label chapters clearly for easy identification (e.g., "Chapter 1").

5. Images

- Do not embed images directly in Scrivener. Instead, provide separate high-resolution image files with placeholders in the manuscript (e.g., [Insert Image 1 Here]).