Preparing Text for Publication (Books)

Here are some guidelines for preparing the text you want to use with your book:

General:

We accept digital text done in Microsoft Word, WordPerfect, WordPad, Notepad, and in Enriched Text Format (RTF). We prefer the manuscript (single- or double-spaced) to be in Times New Roman 12 with one inch margins on all sides (see **Format**, below).

General Rules:

1. Turn off the following automatic features in your word-processing program:
automatic indent (please use the TAB key).
M-dash [the size of the elongated hyphen] (please use 2 or 3 hyphens)
automatic bulleted or numbered lists
automatic hyphenation
page breaks

2. In the programs used for printers **Bold**, *Italics*, and <u>Underlining</u> must be added manually after the text has been inserted in the program. If this is a rare occurrence, we will catch this during set-up (and you will have the opportunity to catch any occurrences missed when you get the first proofs). If your manuscript has many such instances, please place the following notation before and after the word or phrase to be so annotated:

Action	Before first word	After last word
Bold	*BOLD*	**BOLD**
Italics	*ITALICS*	**ITALICS**
<u>Underline</u>	*UNDERLINE*	**UNDERLINE**
Footnote	*FOOTNOTE*	**FOOTNOTE**
Degree	*DEGREE*	**DEGREE**
Endnote	*ENDNOTE*	**ENDNOTE**

If your manuscript has other unique requirements, they will be addressed and agreed upon prior to submission of your manuscript.

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Format

The size and margins will be agreed upon prior to start of any placement of text. It is not necessary that your submitted manuscript look like you think you would like the book to appear. Such formatting may actually slow the placement process, which will take time (which costs you money). The automatic features (see **General Rule 1**, above) do not transfer in the placement process. It is time-consuming (and costly to you) to search for and insert each instance.

Fonts

The Font-type and size will be agreed upon in advance, based on convertibility to the programs used by the selected printer. There are thousands of fonts available. If we do not have the font-type you desire in our files, we will obtain it. If this font-type does not convert for the printer, subsequent purchases of font-type will be billed to the author.

Footnotes and Endnotes:

Footnotes may not fall on the page as they do on your manuscript. Please prepare all footnotes on a separate list. On the page in the manuscript where there is a footnote, please place the following immediately after the word or phrase to be footnoted:

FOOTNOTE-N (place the proper footnote number where the "N" is the number)

Endnotes will be placed at the end of a chapter or of a section or of the entire book (as agreed upon in advance). Please prepare all endnotes on a separate list. On the page in the manuscript where there is a footnote, please place the following immediately after the word or phrase to be endnoted:

ENDNOTE-N (place the proper endnote number where the "N" is the number of the endnote)

Graphic Placement:

If your text contains photos or sketches, they must comply with printing standards (see separate instruction *"Preparing Graphics for Publication"*). In the text, please place the following notation to indicate where a graphic should be placed:

GRAPHIC X HERE (place the file name of the graphic where the "X" is)

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What to submit:

Please provide

One or more diskettes with the text on it. Keep a copy for your files.

One printed copy of the manuscript in Times New Roman 12 and one-inch margins on all sides. Manuscript pages should be numbered (for reference on questions).

NOTE: When there are discrepancies between the information on the diskette and printed information on the manuscript, the information on the manuscript will take precedence.

One or more CDs with graphics (see separate instruction *"Preparing Graphics for Publication"*)

Final Thoughts

There may be changes in submissions requirements based upon the requirements of the printer and the printer's presses. Additionally, there may be changes in submission requirements and timelines based upon the requirements of the publishing house. These matters are out of the hands of *IRIS Enterprises*. We will work with you to ensure that your submission to us and our submissions to publishers and printers meet all requirements.

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http://www.speravi.com