

MANUSCRIPT SUBMISSION GUIDELINES

Important Note: We can assist you through the following requirements.

As part of the service we provide, our professional designers will typeset your manuscript. To make sure we understand any special formatting requests you may have and to ensure a smooth design process, we ask that you try to adhere to the following guidelines as best you can in the preparation of your manuscript before sending to the Pickawoowo Publishing Group.

How Should I Submit My Manuscript?

The manuscript must be submitted electronically as a Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) file. The manuscript must be submitted as one file (i.e., all chapters of the book and any front matter must be submitted as a single file).

Why do I or Pickawoowo have to format (clean) my manuscript?

Books take a long time to write and during the process they collect clutter. During this time the author usually will have created the book in pieces, at different times and sometime even written on different computers. Some material may have been extracted from a blog or their website, a lecture, report and so forth. Various reviewers, editors, may have left their markup comments behind from version to version. Gradually the word processing file holding this combination of content collects clutter.

On top of this comes probably the biggest issue when writers strive to make their manuscripts look good in word by formatting, adding pictures, ultimately trying to design in word. While writers are busy trying to make their manuscripts look beautiful with different fonts, alignments, sizes, picture boxes and text boxes, the one feature of modern word processors that could really save them, and our designers, a huge amount of time and minimise formatting fees is **Styles**.

So preparing manuscripts for typesetting have to go through a thorough clean-up to extract all the formatting the writers have done, and to make sure they import properly into Adobe Indesign.

What should it look like?

If you have special formatting preferences, we ask that you indicate these preferences using **formatting tags**. The following items are examples of design elements that would require formatting tags:

- block quotes
- text boxes
- non-standard bullet points (e.g. heart-shaped symbols)
- special sections (e.g. letters, journal entries)

For example, if you would like to indicate a block quote, you would do so like this:

[DESIGNER_BEGIN BLOCK QUOTE HERE]

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

[DESIGNER- END BLOCK QUOTE HERE]

Your designer would then know to off-set the text between the tags as a block quote.

The following design elements will not require formatting tags:

- Bolded subheads
- Bold, underlined, and italicized text
- Chapter headings (e.g. Prelude, Introduction, Chapter 1)
- Text spaced using MS Word's alignment tools (e.g. Centre, Align Text Left)
- Bullet points or numbered lists made using MS Word's 'Bullets' feature

How should I submit images?

Images include any photos, charts, tables, or graphs (anything that is not primarily text). All images for placement in your interior should be uploaded to dropbox or transferred to us by web file transfer as separate files in PDF, JPEG, or TIF format. All image files should be high resolution (at least 300 dpi). Charts made in Excel may also be accepted as separate files.

Please remove images, charts, tables, or graphs from your manuscript file. Then note where you would like the image placed in your manuscript with the use of a **formatting tag**, as follows:

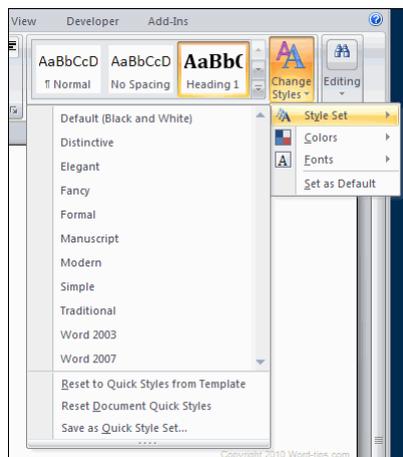
[DESIGNER_Insert Image 1.jpg here]

The number of your image file should match the file name listed within the tag.

Please note your captions with a **formatting tag** also. For example:

[DESIGNER- Caption: Write caption text here.]

Try to use Styles.



One of the most powerful, and most neglected, formatting tools in Microsoft Word is **Styles**. Styles are worth learning and will to save a lot of time in manuscript production.

A style in word is a whole set of formatting instructions that saves you time. So all headings could be HEADING 1 and subheadings HEADING 2 and body copy NORMAL as an example. If you assign styles to the elements of your manuscript you want to look different from the main body text, you can change all of them at once by simply changing the style definition.

More importantly though is if your word document is styled with word styles, it makes the job of importing your file into InDesign faster and more reliable. The designer will know how you wanted

this text treated and putting the layout of your book on a fast track. Without styles there will definitely some 'to and fro' to ensure the text is treated correctly.

So do yourself and your book designer a favor: start styling your file with Word. You'll be glad you did.

Is there anything else I should know?

Although it is likely we will format your word document before going to designer the following is what you should do to help yourself and your designer. If you would like to receive a formatting checklist please advise but below should suffice.

Below are some of the most common issues we see in manuscripts sent to us before being formatted.

Avoid:

1. Extra spaces or tabs used to create an indent for the first line of each paragraph. Use the MARGINS key to indent all paragraphs and use MS Word's alignment tools (Center, Align Left, Align Right) to align text.
2. Two or more paragraph breaks between paragraphs..
3. Two spaces between sentences instead of one
4. Manual line breaks at the end of each line of text in a paragraph
5. Two line breaks inserted at the end of a paragraph instead of a paragraph break
6. Using tabs at the end of a paragraph to create a new paragraph
7. Using only a paragraph break to create a scene break between paragraphs
8. A series of paragraph breaks (by hitting the enter key) to force text onto the next page
9. Use page numbers within the manuscript as these will be determined after typesetting

Do:

1. Use MS Word's "Insert Endnotes/Footnotes" function to include endnotes or footnotes in your manuscript.

Worried about this? Don't be! Your publishing coordinator can help explain the formatting guidelines if you still need help. Alternatively we can undertake the formatting for you but it is always best that you undertake as much as you can to minimise some of these costs.

Enjoy.