

How to submit your text for design.

- Before submitting your writing for design, it is best to have it professionally edited.
- Writing must be completely finished before designing starts. Small spelling and grammatical changes are OK but large changes to passages of text are considered design changes and will incur an extra fee.
- Submit writing in a flowing text document (MS Word).
- Do not include hyphenation yourself within the writing to break up your words from one line to another. Automatic hyphenation within your document will not be a problem but manually implemented hyphens will have to all be taken out for the final work (this doesn't apply to grammatical hyphenation).
- Do not manually implement spaces in-between lines of text. If you want to have double spacing in your work then adjust these settings in the MS Words Line Spacing option and not by hitting an extra return/enter key.



Notes on Spelling and Grammar

Please ensure that a professional editor looks over your manuscript at least once before submission.

Different writing styles require specific grammatical expertise so it's important to consult a professional.

I will inevitably spell check your book as I go but as I am not a professional editor.

I cannot finalise the spelling and grammar of your work.

Spelling and grammatical errors are the hardest elements to refine in book design of any kind. Often those of us who feel we are proficient in finding errors will be the first to miss them.

I can give some recommendations if needed.

Text

Microsoft Word™

MS Word™ is an important tool in the book making process. The way a manuscript is typed in MS Word™ affects how easily it can be translated to the Adobe InDesign program. Always consult your designer about the best way to lay out your text in MS Word™ before you deliver a manuscript.



PDF

Stands for–

Portable Document Format

An important tool. The final file delivered to the printers will be a PDF containing information such as crop marks and bleed settings.