

Check List:

Spell Check

Run spell check as a last step before sending us your final version.

Consistency

Be consistent with your style choices. Subheads, bullets, spacing should look the same throughout the work. Any deviation from your set style should be intentional. Please make us aware of any specific formatting you desire.

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If you quote from another published work that is not in public domain you need to contact the publisher and request permission. Be aware there will be a fee. Be aware that if you do not do this, since you will hold the copyright you will be liable if it is discovered.

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Upfront Layout

Traditionally the order of the upfront section of a book is as follows:

Recommendations

Half Title Page: The title of the book, small near the center of the page

Title Page: Title, subtitle, author’s name and publisher’s logo

Copyright Page: The copyright information for the book is at the bottom of this page. Also the copyright information for Bible translations used is placed at the top of this page. This page is always a left-hand or even-numbered page immediately following the title page.

Dedication

Contents

Acknowledgments

Foreword

Introduction/Preface

If you're sending in your project already flowed:

1. Make sure text is set at 1/2" to 3/4" from the trim.
2. Nothing that does not bleed on page can be closer than a 1/4" from the trim. Graphics and pictures can bleed off the page; the back ground **must** bleed off the page. If any pages bleed all pages in your book must be 1/2" larger than trim size of book.
3. Typically chapters start on the right hand page. (Odd numbered pages) If this is your desire, please make sure your chapters start on odd numbered pages. If the previous chapter ends on an odd numbered page, you can add page breaks to get the next chapter to begin on an odd numbered page.
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3. If your work is divided into several files, number your files in the order that they are to be placed. Put this number at the beginning of the file name. Example; Up front pages 00, Chapters 01-09, 10-20 etc.
4. Be aware that we will mimic certain styles you have in place.
5. Include fonts with your file.