



W. BRUCE CONWAY
Book Design & Publishing Services

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Submitting a Manuscript

Manuscript Submission Guidelines - *These steps should be followed closely to avoid costly mistakes.*

The following section was written to help authors submit problem-free manuscripts to Bruce. Please read this how-to section thoroughly, and follow the instructions step-by-step.

1. *All manuscripts submitted to Bruce must be completed.* They must be fully spell-checked, edited and proofread. It is recommended that authors do not attempt the final levels of editing and proofreading themselves.** Visual fatigue and “copy blindness” at the tail-end of a writing project inhibits effective editing and proofreading.

We highly recommend that authors do not attempt the final editing and proofreading themselves. Trust us on this. This is the single greatest and most costly mistake a book author can make.

WBruceConway.com maintains a short list of affiliated professional editors and proofreaders for our clients. Most are members of the Northwest Independent Editors Guild.

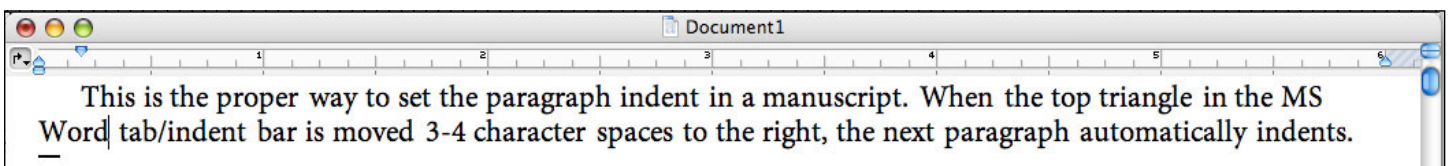
2. Authors should submit a copy of the completed, fully-edited and proofread manuscript to Bruce. It should be in PC or Mac digital format (MS Word, WordPerfect, iPages, or other standard word processing program). It should be saved in Rich Text Format (RTF), which is a “save” option available in all word processor programs. RTF preserves a document’s formatting for cross-platform applications.

The manuscript’s fonts used should be standard typeface styles such as: Times Roman, Times New Roman, Garamond, Century Schoolbook, Minion, or Book Antiqua. Don’t use single spaced fonts named after cities such as: Chicago, Monaco, etc. If the book is being published in ePub or .mobi eBook formats, type 1 fonts must not be used. TrueType and OpenType fonts work best.

The digital manuscript can be submitted to Bruce on CD, DVD, Zip Disk, USB flash drive, or it can be emailed as an attachment to: wbruceconway@gmail.com.

The finished manuscript may be broken into separate chapters, or be in one continuous text block. It should be single spaced, and only minimally formatted.

3. Do not attempt to lay out the book yourself with complex formatting, tables, photos, and multiple typefaces. Despite the fact that MS Word is the most popular word processing program and can be used as a simple page layout program, its formatting tools wreak havoc with professional book and page layout programs. So stick to basic word processing formatting: italics, paragraph returns, indents, left and center alignment. Do not use multiple spaces to indent paragraphs. Please use the tab/indent control bar to set your automatic paragraph indent.



Avoid inserting page breaks, headers, footers and automatic page numbering. Excessive formatting will have to be removed and reset at additional cost.

It is the designer’s job to format and lay out the pages and chapters of the book. But if the author has specific ideas about page layout, typefaces, etc. they should submit samples to the designer before the formatting and layout process begins. We encouraged authors to collaborate with the book designer during all stages of the project.

Submitting photos, illustrations, charts and graphs

Charts, graphs, photos and illustrations can be submitted on paper, or in digital format (jpeg, jpg, tif, tiff, or eps. file formats). Native Photoshop, Illustrator and Freehand files (.psd, .ai, .fh) are preferred. Please don't bulk e-mail photos to us, as this plugs-up the e-mail servers. We encourage authors to send bulk art on CD or DVD media, USB flash drive, or Zip Disk.

It is a good idea to limit the number of illustrations and photos to those essential to the thematic structure. The exceptions are, of course, coffee table, art, nature or photography books. Please note the specific target areas in the text blocks where photos are to be inserted (Post-It notes in the printed manuscript are ideal for this purpose).