

SUBMISSION GUIDELINES

- Provide entire manuscript in one document (if you have each chapter in a separate file, you will need to combine them all by cutting and pasting the text from each chapter into one manuscript named title full manuscript).
- Please double space the manuscript and use a size 12 font.
- Do not use the space bar to indent a new paragraph. Instead, use the TAB button or the automatic feature.
- Begin each chapter on a new page. For fiction books, number the chapters. For nonfiction, list the chapter title under the chapter number.
- Place a page heading in the upper left corner which includes the title of the book and your last name (in Word, select view, then header/footer, and then type in the title and your last name).
- Place a page number in the upper right corner, numbering the pages consecutively from beginning to end (in Word, select insert and then page numbers).
- Include a complete table of contents. Do not include page numbers as these will change in typesetting.
- Do not attempt to format your text, since we will be doing that on our end. This should save you lots of time!
- If your manuscript includes illustrations or photos, do not place the image in the manuscript. Simply state {Place illustration 1 here - brief description of image}. Then make sure your images are named consecutively, illustration 1, illustration 2, etc. State within the brackets whether you want the image only on the page, or the text to wrap around the image, or the text to be above and below the image.
- If you have footnotes, please convert to endnotes by cutting and pasting them into the last page of the manuscript.
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- Avoid overusing italics and bold for emphasis.