

E-BookTime

Publishing Guide

You've worked long and hard writing your book. You've considered carefully your publishing options and chosen E-BookTime to publish your book (Thank You!). Or maybe you haven't quite made up your mind yet? Either way, this guide should be helpful. It consolidates the information found elsewhere on our website, discusses some important things in more detail, and provides samples of various book formatting choices.

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General – Services and Important Information

Publishing Packages

So you ***finally*** finished the book you have been working on for months? Ready to see it in print? E-BookTime is the book publisher who can turn your dream of being a published author into reality! Let us publish your manuscript as a high quality print on demand (POD) paperback or hardcover book plus an ebook edition. If you are not familiar with print on demand, it is a process where the printer can create a single copy on demand for shipment to customers.

We like to keep things simple and to the point. We offer two publishing packages:

Paperback and eBook - This service costs \$395.00 and provides publishing of both paperback and ebook editions.

Hardcover, Paperback and eBook - This service costs \$695.00 and provides publishing of your work in hardcover, paperback and ebook editions.

The price of the two packages includes everything to publish your manuscript and five free copies of your book. There are several optional items which may increase the total cost to you, but, again, these are entirely optional:

➤ ***Copyright Registration***

Registration of your copyright is not required for us to publish your book. However, if you want the additional protection that is provided by registration of your copyright we will be happy to submit the application for you. We charge \$125.00 for this service which includes preparation of the application, payment of the registration fee and submission of two copies of your book. The benefits of copyright registration are discussed in more detail later in this guide.

➤ ***Printed Manuscript Scanning***

We can also accept printed manuscripts if you do not have it in a computer file, however, there is an extra fee of \$100.00 for 125 manuscript pages or less. Add \$1.00 per page for each additional page over 125 pages. It must be typed in a non-cursive font similar to what you see here so our scanners can read it.

➤ ***Interior Pictures, Illustrations or Other Images***

If your manuscript has pictures, illustrations or other images there is a fee of \$5.00 per image. Please be aware that all interior pages of books are printed in black and white only. There is no fee for pictures or other artwork to be used on covers.

➤ ***Library of Congress Control Number***

The Library of Congress Control Number (LCCN) is a unique identification number assigned by the Library of Congress to the catalog record it creates for each book in its catalog system used by most libraries. While assignment of a number does not guarantee libraries will acquire your book, libraries seldom acquire books without an LCCN or CIP data. For a \$50.00 fee we will arrange for assignment of an LCCN to your book.

➤ **Copyedit Service**

Copyedit service is available for authors who think their manuscript needs some extra polishing work to make it ready for printing. This service is only \$.01 per word, counting all words in the manuscript.

First book or tenth book, regardless of how experienced the author, all manuscripts require copyedit to ensure the published book will be the best it can be. Typos, incorrect grammar and punctuation, spelling mistakes, inappropriate word usage, etc., will greatly reduce the quality of a book. You want your readers completely focused on the important message you are trying to convey or engrossed in your story – without being distracted by having to do an impromptu copyedit themselves to figure out what you were *trying* to say...

If you can separate yourself from your own work well enough to do a thorough technical copyedit review, that is great; or if you know someone else who is qualified and willing to do it for you, that is even better. If not, we can provide the top quality copyedit service you need.

Copyedit Service Details

The time it takes to complete the editing process is approximately three weeks on average; however, the time may be more or less depending upon manuscript size and degree of update required. Please note that our advertised estimated publishing time does not include the editing service time.

An editor will read your entire manuscript and make changes as needed in the areas listed below. Our guide is *The Chicago Manual of Style* which is the commonly recognized standard setting the rules and best practices for writing.

- Spelling
- Capitalization
- Grammar
- Punctuation
- Appropriate Word Usage
- Sentence Structure (Phrasing)
- Paragraphing
- Character Dialog
- Consistent Character Name Use and Spelling
- Italics for Titles (Movies, Books, etc.)
- Hyphenation
- Abbreviations and Acronyms
- Numbers, Dates, Time

The above areas are clear enough in a general sense; however, some additional explanation is needed to fully explain the editing process.

Before any changes are made the editor will do a general review of the manuscript to get a sense of the author's style. Every author has their own style and there is nothing wrong with that. The last thing we want to do is try to impose our own style on your work. While editing the manuscript changes will be made to agree with normal standards – but without compromising the author's style.

Probably the best examples of style related items are the use of slang or sentence fragments. While a word may be spelled wrong according to a dictionary or a sentence may be a fragment – they may be “correct” if appropriately used by the author within the context of their style and story. In these cases, we would change only when slang words or fragments are inconsistently or inappropriately used.

Biblical references and quotes of passages from the Bible are reviewed; however, the editor will make changes only when absolutely sure they are needed. This is because there are a great many slightly different wordings of Bible passages depending upon version or source.

During the editing process the editor may notice things which they cannot determine how to properly change or which they believe the author should consider. These would be discussed with the author before the editing process is finalized. For example, character "Bill" is identified as Uncle Bill on page 8, but as brother Bill on page 9. Another example: "The book ending is good; however, you said this was the first in a series. Perhaps adding a short Epilogue hinting at possible future developments would be a good transition to the sequel..."

Edited Manuscript Options

There are three options available for handling of the edited manuscript:

1. Proceed directly to book formatting.
2. Receive updated manuscript in Microsoft Word file (.doc) format reflecting all changes. Author reviews, makes any desired changes, and returns for book formatting.
3. Receive manuscript in Microsoft Word file (.doc) format showing all changes using the Microsoft Word "Track Changes" tool. Author reviews and either accepts or rejects each change, makes any additional desired changes, and returns for book formatting.

Determining Word Count

All words in the manuscript are counted, regardless of length. For Microsoft Word files, open the manuscript file and determine the word count from the Statistics tab of the Properties window under the File menu. For WordPerfect files, open the manuscript file and determine the word count from the Information tab of the Properties window under the File menu. For Microsoft Works files, open the manuscript file and determine the word count by selecting Word Count under the Tools menu.

If for any reason you are not sure how to determine the word count, feel free to send the manuscript file to us and we will promptly let you know the word count.

Table of Prices and Royalty Rates

This table lists book prices and royalty rates for print editions and maximum prices for ebooks:

Pages	eBook	Paperback				Hardcover			
	Maximum Retail Price	Minimum Retail Price	Author Discount Price	Author Royalty		Minimum Retail Price	Author Discount Price	Author Royalty	
				Wholesale	Direct			Wholesale	Direct
				15%	30%			10%	25%
24 - 107	7.15	8.95	6.26	1.34	2.69	23.95	14.95	2.40	5.99
108 - 150	8.75	10.95	7.66	1.64	3.29	24.95	15.95	2.50	6.24
151 - 200	9.99	12.95	9.06	1.94	3.89	25.95	16.95	2.60	6.49
201 - 250	9.99	14.95	10.46	2.24	4.49	26.95	17.95	2.70	6.74
251 - 300	9.99	16.95	11.86	2.54	5.09	27.95	18.95	2.80	6.99
301 - 350	9.99	18.95	13.26	2.84	5.69	28.95	19.95	2.90	7.24
351 - 400	9.99	20.95	14.66	3.14	6.29	30.95	20.95	3.10	7.74
401 - 450	9.99	23.95	16.76	3.59	7.19	31.95	21.95	3.20	7.99
451 - 500	9.99	25.95	18.16	3.89	7.79	32.95	22.95	3.30	8.24
501 - 550	9.99	27.95	19.56	4.19	8.39	33.95	23.95	3.40	8.49

Note 1. For paperback and hardcover books we have minimum retail prices established which are based on the number of pages in the book when it is published. You can set the retail price higher than the minimum if you desire and earn a higher royalty on book sales. The minimum retail price for ebook editions is \$5.95. You can set a higher eBook price, not exceeding our maximum.

Note 2: Authors who order 25 to 99 copies will receive a five percent discount off the price of the books. Orders for 100 to 249 copies will receive a ten percent discount off the price of the books. Orders for 250 or more copies will receive a twenty percent discount off the price of the books.

There is a fixed \$5.95 shipping and handling charge for all author discounted orders regardless of quantity for shipments to addresses within the continental United States. For shipments to Alaska, Hawaii and destinations outside the United States actual shipping cost will be charged (contact us for a price quote).

If the author sets a retail price different than listed above, the Author Discount Price will be that shown for the actual page count of the book.

Authors may request price changes for their book at any time. Changes to the retail price of the book within our online store will be made within one week of the request. The new price will be reflected in the catalog distributed to wholesalers within approximately 45 days.

The above summarizes the key features of our publishing service. Most of the features are discussed in more detail later in the Publishing Guide.

Paperback and Hardcover Specifications

Paperback Books

Books are 5 1/2" X 8 1/2" with four color laminated covers. If the author desires, we can print in a 6" X 9" size. The interior pages are printed on high quality, acid-free, book-grade paper stock. Authors have the choice of light creme or white paper. Interior content is black and white only, sorry, no color. If images or diagrams are included they are printed as grayscale. Unless the author indicates otherwise, we show the page numbers centered at the bottom of the page and the title and author name in the page headers of the text body and any front matter pages where it seems appropriate. Please note that if the number of interior pages is less than 108 we cannot include print on the spine of the cover.

Hardcover Books

Books are 5 1/2" X 8 1/2" with four color dust jacket covers. If the author desires, we can print in a 6" X 9" size. The title and author name will be stamped in gold foil on the spine of the book. The interior pages are printed on high quality, acid-free, book-grade paper stock. For hardcover books the interior pages can be printed on light creme paper only. Interior content is black and white only, sorry, no color. If images or diagrams are included they are printed as grayscale. Unless the author indicates otherwise, we show the page numbers centered at the bottom of the page and the title and author name in the page headers of the text body and any front matter pages where it seems appropriate. Please note that if the number of interior pages is less than 108 we cannot include print on the spine of the cover.

Author Rights

You retain full rights to the book we publish. E-Booktime, LLC, acquires no right of ownership to the work. You have the right to directly sell the published books and to enter into other publication and sales agreements without restriction.

If you decide to discontinue sales of your book through us, within 10 days of receiving a request we will direct our book supplier to remove the book from its catalog as soon as possible, however, it may take 30 to 60 days for it to be removed from the distribution channels. E-Booktime, LLC is not responsible for retailers who fail to remove discontinued book listings from their web sites or other locations.

Royalties

Royalties for sales made directly by E-BookTime are credited to your account upon completion of purchase by customer. Royalties for wholesale printed book sales and eBook sales are credited to your account weekly.

Print Books - If the minimum retail price is used, you will receive 30% of the retail price for all paperback books, and 25% for all hardcover books, sold from our retail website (direct sales); and 15% of the retail price for all paperback books, and 10% for all hardcover books, sold through other retailers (wholesale sales). If you set the price above the minimum, you will receive the royalty computed using the minimum retail price amount, plus 100 percent of the difference between the minimum price and the price you set for sales from our retail site and 60 percent of the difference between the minimum price and the price you set for books sold through other retailers.

eBooks - You receive 50% of the net amount due to E-BookTime from sales of the eBook through other retailers (wholesale sales). E-BookTime, LLC will not directly sell the work in eBook format from our website.

Author Discount Price Sales – No royalty.

We pay royalty fees every month regardless of the amount, normally within 15 days after the end of the month. Our royalty payments are made to you by check mailed to the address you provide when we publish your book. Please keep us advised of any changes in your address.

As you know, you can't escape the taxman! Please be advised we are required to report to the IRS royalty payments that total more than \$10.00 for the year. If required, you will be provided a Form 1099-MISC at the end of the tax year.

Marketing Issues

Some authors are not concerned about how much their book is promoted and are simply happy to see it in print. There is nothing wrong with that if that is your goal. If you are an author who wants to maximize sales there are some things you should know.

➤ Book Distribution

All of our paperback and hardcover books are listed for sale by www.BarnesandNoble.com, www.Amazon.com and other internet online bookstores. The books are also sold from our own online bookstore. Print books are also available through the distributor Ingram. eBooks are sold by www.BarnesandNoble.com and www.Amazon.com and are not sold from our website store.

➤ Book Promotion

How many books authors sell depends upon how much promotion they do. We make the books available through various online retail outlets but do not conduct active advertising campaigns to promote individual titles. The costs associated with such advertising would require us to greatly limit the number of authors we could publish. You will find that nearly all print on demand publishers operate in the same fashion. We do not offer the promotional

programs that some do (at a substantial fee) because that is not where our focus is as a business. If you are interested in paying for promotional services such as press releases, reviews, etc., a search of the internet will identify many of those to choose from. If you need book cover images or other materials to help with a promotion campaign, contact us and we will be happy to assist if we can.

➤ **Bookstore Sales**

Unlike most print on demand publishers we want to be right up front about this – you will sell very few books, if any at all, through brick and mortar bookstores. Bookstores expect a 55 percent minimum wholesale discount on books which we cannot give because it makes the price per book too high. We give a 40 percent wholesale discount which is enough to have books listed in internet sites.

Bookstores also know that most books published by POD have little or no promotion and will be unlikely to sell. Nearly all bookstores have access to the Ingram catalog and can order the books, however, depending upon individual store policies, some will allow customers to special order the books and some will not. Equally important, how many customers will go to a bookstore to order when they can just as easily order themselves over the internet?

To put the above in a nutshell, you would likely be wasting your time by focusing on promoting to brick and mortar bookstores.

➤ **Internet Sales**

Finding customers through the internet or other means and getting them to your own website with a link to ours, getting them to our website, or to another website such as Amazon is the type of promotion we believe is most productive with the least amount of time and effort. Remember that you receive the highest royalty for sales from our store and an additional five percent if referred from your web page as part of our affiliate program. Target potential customer traffic accordingly.

➤ **Direct Sales**

We sell books to authors at a discounted price because we know they will likely want copies for friends and family, but also so they can have the option of selling directly to customers. There is probably nothing that beats a book signing if you have the time, inclination and can find a good location.

Sales Tracking

When we publish your book we will create an Author Sales account for you. This account (password protected) will allow you to monitor the sales of your book by edition. Sales figures are updated whenever a sale from our store is processed (real time). Wholesale book sales are posted to your account as soon as we are advised of the sale, usually within a week.

We occasionally get requests for information about customers so that authors can target advertising to them. Please understand that we cannot honor such requests. We have a strong policy of protecting the privacy of our authors and customers. It is our belief that targeting unsolicited advertising to our customers would cost us and you more in customer ill will than it would benefit us or you in sales.

Copyright

Copyright can be a very complex issue under some circumstances. Here, we will discuss only the relatively simple issue of copyrighting a typical manuscript published by us. If you are not comfortable with making a decision on copyright of your book based on the information you find here, we highly recommend you seek the advice of an attorney. Authors often ask "How do I copyright my work?" The answer is that it is protected by copyright as soon as it is created. The more appropriate question is "How much copyright protection do I want?" To answer that in an informed way you have to know at least a little about the difference between "copyright" and "registered copyright". We hope the following will help you understand the difference. This information was obtained in large part from the US Copyright office web site at www.copyright.gov and we suggest you visit it if you want additional information. Here, we have condensed the information they provide to include only what seemed directly related to copyright of manuscripts that might be published by us.

How to Secure A Copyright

Copyright Secured Automatically upon Creation

The way in which copyright protection is secured is frequently misunderstood. No publication or registration or other action in the Copyright Office is required to secure copyright. There are, however, certain definite advantages to registration. See below.

Copyright is secured **automatically** when the work is created, and a work is "created" when it is fixed in a copy for the first time. "Copies" are material objects from which a work can be read or visually perceived either directly or with the aid of a machine or device, such as books, manuscripts, sheet music, film, videotape, or microfilm. If a work is prepared over a period of time, the part of the work that is fixed on a particular date constitutes the created work as of that date.

Copyright Registration

In general, copyright registration is a legal formality intended to make a public record of the basic facts of a particular copyright. However, registration is not a condition of copyright protection. Even though registration is not a requirement for protection, the copyright law provides several inducements or advantages to encourage copyright owners to make registration. Among these advantages are the following:

Registration establishes a public record of the copyright claim.

Before an infringement suit may be filed in court, registration is necessary for works of U. S. origin.

If made before or within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate.

If registration is made within 3 months after publication of the work or prior to an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions. Otherwise, only an award of actual damages and profits is available to the copyright owner.

Registration allows the owner of the copyright to record the registration with the U. S. Customs Service for protection against the importation of infringing copies.

Registration may be made at any time within the life of the copyright. Unlike the law before 1978, when a work has been registered in unpublished form, it is not necessary to make another registration when the work becomes published, although the copyright owner may register the published edition, if desired.

Copyright Registration Application

If you decide you want the additional protection of your work that is provided by registration of your copyright, we will be happy to submit the application for you. We charge \$125.00 for this service which includes payment of the registration fee and submission of the required copies. Please be advised it generally takes three to six months to receive the registration certificate from the US Copyright Office.

Catalog Fee

For paperback and hardcover books there is an annual catalog fee which is currently \$12.00 for each edition. The first year catalog fee is included in the initial publishing fee. You will be billed for a renewal of the catalog fee approximately 10 months after each anniversary of the publication of your work if the sales for the preceding 12 months did not exceed \$100.00. If you do not pay the renewal fee when billed your book will be removed from the catalog, our online store, and will no longer be available for sale. The annual catalog fee is subject to change at the sole discretion of E-BookTime, LLC.

Revision of Published Work

There will be a revision fee of \$150.00 per edition for any revision to a published paperback or hardcover book cover or text, no matter how small the change. This is because we have to pay the printer for a new title setup if there are any changes to the print files.

eBook Format

We will make a reasonable effort to format the eBook similar to the format of the print edition; however, some format changes are necessary to publish in an eBook format. For example, print book page headers and page numbers are not used, use of a different character font may be necessary, etc.

Getting Your Book Published

It's time to get the ball rolling! The sooner you turn things over to us the sooner you will feel the satisfaction of holding your own book in your hands!

We are your book publisher so it is our job to make it as easy as possible for you to get your book published. Get the publishing process started by taking care of the following easy steps and we will take it from there:

Step 1) Download and complete our order form.

Step 2) Pay online, by check or money order, or complete the credit card section of the order form.

Step 3) Email or mail the order form, manuscript and any other files.

Step 1 – Complete Order Form

Clicking Order Now in the Paperback or Hardcover blocks on our website will download the order form. You can also click the Download, Order Form link on the left. From either location you are given a choice of getting the form in Word or Adobe. Both can be updated and saved for submission as attachments to an email.

Here are a few pointers about completing the order form:

- The most important thing to remember about the order form is that all you need to do is your best in completing it. For the typical order most of it will be left blank. If we are not sure about something or need more information we will email you. Just relax and do your best.
- We must have a complete mailing address, email address and SSN. These are essential for staying in contact with you, sending you royalty payments and reporting income to the IRS.
- Most of the Book Information section is related to the formatting of your book. You can complete the items that are important to you or, if you wish, you can leave it up to us to determine the best formatting. If you don't like something about our format decisions when you review the proof file you can let us know at that time and we will change it.
- The Standard Cover Number refers to the free cover template samples shown in the Covers link on our website.
- The Subject or Genre block relates to the categories in our store. Enter the category or whatever you believe would be the best subject. We will be glad to create a new category in our store if it seems appropriate.
- The Book Description is very important. This is printed on the back cover of the book and displayed on websites selling your book. The space provided is somewhat limited. Feel free to send in a separate file. URL's, email addresses or similar items can be printed on covers but cannot be displayed by websites. It should accurately describe your book in a way that will make the customer want to buy it, but we suggest avoiding any "hard sell" tactics. Most customers are put off by those. You might want to browse a number of book listings at various sites to get a feel for the style and content. Don't plagiarize, but emulate the styles you liked and avoid the things about the ones you didn't like.

Step 2 – Pay For Order

You can pay for your order online by credit/debit card at our website; by mailing a check or money order; or by completing the credit/debit card information section of the order form.

To pay online, click the Pay for Order link on the left of our website page. You will be taken to a secure area of our store which lists items related to publishing services. Add the items you want to your shopping cart and then complete the checkout process. It all works similar to the shopping process used on nearly all websites so we are sure you will have no trouble with it. You will receive an invoice receipt by email.

If you fill out the credit/debit card information on the order form we will process the payment for you.

If you want to pay by check or money order make it payable to E-BookTime, LLC and mail it with the order form and any other materials.

Step 3 – Submit Materials

We prefer to receive your completed order form and files as attachments to an email. This allows us to quickly start reviewing everything and start work on your order. The maximum size of your attachments depends upon your email server. Generally, anything less than 2,000 kilobytes can be sent by nearly all email servers.

If necessary, you can split your manuscript into separate files as long as it is clear to us how to recombine them. Please keep the number of files to the fewest possible to make it easier for us to recombine them and reduce the chances of a mistake or lost files. Feel free to send files as compressed folders or "zipped". If you send multiple emails, please indicate in the last one how many were sent so we can verify that we have received everything.

If you prefer to send the order form and your files by mail, place them on a diskette or CD, enclose in a protective envelope so they won't be damaged while in the mail, and send to:

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102 Duck Cove
Elmore, AL 36025

NOTE: It is unlikely, but possible, that materials sent for scanning such as photographs may be lost or damaged in the mail. For your own protection we recommend you copy any materials you cannot afford to lose.

Manuscript Files

We prefer manuscript files in Word “.doc” or WordPerfect “.wpd” but can also use Works “.wps”, and most “.txt” or “.rtf” files. If you have your manuscript in some other file format we suggest you email us a small sample and we will advise you whether or not we can use it.

If necessary for email purposes, you can split your manuscript into separate files as long as it is clear to us how to recombine them. Please keep the number of files to the fewest possible to make it easier for us to recombine them and reduce the chances of a mistake or lost files.

If you attach files to multiple emails, please indicate in the last one how many were sent so we can verify that we have received everything.

Feel free to send files as compressed folders or “zipped”.

We perform extensive reformatting as necessary to get your raw material into a professional, pleasing format. Unless you have done something very unusual in your source files, we have no special requirements for the manuscript text other than it being understandable to us where chapters start, etc. Text does not have to be double spaced.

We publish your work on an “as is” basis so you should ensure the text is proofed and publication ready. During the processing of your file we will correct any obvious spelling errors and inappropriate grammar that we detect, but will not change anything that might alter your intended phrasing. The format of the manuscript you send us is not important as long as we can understand it. Concentrate on what the text says, spelling, grammar, etc., and it will be fine.

Please remember the interior text is black and white only. Any images included in the text will be printed in grayscale (black and white) and should be 300 DPI resolution to ensure good print quality.

Text Styles

Basic

The basic text style we use is not the same as this guide. We follow as closely as possible the publishing text style commonly used in the publishing industry. That means we use a single space between sentences, indent paragraphs three tenths of an inch, justify text both left and right, and let paragraphs split between pages. Our texts do not have blank lines between paragraphs unless the author requires it. If there are blank lines between paragraphs, the paragraphs would not be indented.

Let’s now look at some samples of general text layout items

Chapter first letter raised:

The basic text style we use is not the same as this guide. We follow as closely as possible the publishing text style commonly used in the publishing industry. That means we use a single space between sentences, indent paragraphs three tenths of an inch, justify text both left and right, and let paragraphs split between pages.

Chapter first letter lowered:

The basic text style we use is not the same as this guide. We follow as closely as possible the publishing text style commonly used in the publishing industry. That means we use a single space between sentences, indent paragraphs three tenths of an inch, justify text both left and right, and let paragraphs split between pages.

Page headers

Unless the author indicates otherwise, we print the title and author name in the page headers of the text body and any front matter pages where it seems appropriate.

For example the right hand page headers would have:

Your Book Title

The left hand page headers would have:

Author's Name

Available Text Styles

The text styles shown here are some of those most commonly used for printed books. Perhaps the MOST common is Times New Roman size 11. Smaller font sizes will tend to look larger when printed. With that in mind, you may want to print this part of the guide or create a document of your own to print with the indicated fonts and sizes. A printed sample will give you a much better idea of how the finished book text will look. Please keep in mind when selecting a font and size they will have a significant impact on the number of pages in your book which determines the per book retail price. An unnecessarily large font size may add several dollars to the book price.

Times New Roman 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Times New Roman 12

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Bodoni MT 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Bodoni MT 12

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Franklin Gothic Book 10

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Franklin Gothic Book 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Garamond 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Garamond 12

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Palatino Linotype 10

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Palatino Linotype 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Bookman Old Style 10

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Bookman Old Style 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Book Antiqua 10

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

Book Antiqua 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

A final word about text styles. The above examples are some of the ones we think work well and which are commonly used. There are an almost unlimited number of other fonts available with more being created daily and, of course, a variety of sizes that can be used. If you would prefer a different font or size please give us the complete font name and size when you submit your order. If we have the font available we will use it or one as close to it as we can.

Covers

We will create a cover image using one of our standard cover formats of your choice. See our website Book Covers link for examples of the available covers.

If you would rather provide your own cover image, they should normally have a resolution of 300 DPI or higher. The dimensions of whole cover images for paperback and hardcover books are significantly different because of the front and back jacket cover flaps for hardcovers. Each will also vary slightly depending upon the number of internal pages (determines spine size). If you wish to provide a whole cover image you should advise us of that when submitting your order and we can provide you the exact dimensions as soon as the final page count is determined.

Our printed cover templates allow the use of images on the front, back and, for hardcovers, the front and back jacket flaps. For example, a photo of the author on the back cover or back inside flap. These should be submitted as GIF or JPEG files and have a resolution of 300 DPI or higher. Please size the images to the approximate desired print size before submission. We can make reasonable adjustments to the sizes, but remember that increasing the size of a small image will reduce the print quality. If you prefer, we can scan photos or other documents (free of charge).

The Final Stages

After the preparation work is done we create a proof file of the text and another of the cover. We quality check the files and then email them to you for review.

You should review the files carefully. Check the cover, copyright notice, table of contents, general page format, format of the beginning of chapters, one last check for spelling or grammar if desired, etc. Let us know if something needs to be changed, even if you now want it formatted differently than you said on your Order Form. We want you to be completely satisfied with our book publishing process.

If you have changes, we will make them, recreate the files and email to you again for review.

Please take all the time you need to very carefully review the proof files we provide you. Changes after you approve them for publication will require payment of a revision fee. There is a revision fee of \$150.00 per edition for any changes to a published paperback or hardcover book cover or text, no matter how small the change. This is because we have to pay the printer for a new title setup if there are any changes to the print files.

When you tell us a book is ready to publish several things happen:

We will submit required files and information to the printer for setup. Setup takes approximately 5 days.

When setup is complete and we approve it the book will be added by other online retailers. It varies but usually takes about 14 days for it to appear in the major online book retailer stores.

As soon as we approve the setup we will add it to our bookstore, create an Author Sales account for you to track sales, and notify you by email.