



Submission Guidelines

Please see below some simple guidelines we ask you to follow when submitting your manuscript to us for publishing.

Please ensure you have prepared the following:

- Author's name or pen name as it is to be printed on the book
- A dedication (if required)
- Contents page
- Foreword
- The completed book, text in one complete file
- Blurb for the back cover (see blurb tips!)
- Synopsis (to appear on Amazon and other retailer websites)

Please ensure all of the above is in one complete file and in one of the following formats:

- Any version of Microsoft Word
- Microsoft Works
- Open Office

If you have any images to include in your book:

Place the image or image file names in your manuscript in the location where you want them to be placed. Please highlight the file name in yellow so we can easily spot these. If you wish to include a caption under or above the image, then please add the caption above or below the image or image file name.

If you have listed image file names please send the images in on a USB drive.



Proofreading & Editing Tips

Before submitting your manuscript you may be interested in reading our proofreading & editing tips...

- Ideally get someone to read it who has not read any of it before. It needs to be someone with a good grasp of language, grammar and punctuation. As the author you know what the text **should** say, so you are likely to read it as correct, even if it isn't.
- A new reader is also more likely to pick up on continuity errors. They will notice plot holes, or things that haven't been explained to the reader. Again, as the author, you have the plot in your head, so you may not notice that you've left out a vital piece of information for the reader.
- If you're proofing the book yourself, put it away for at least a month. Do not read it at all. Then when you come back to it you can read it with fresh eyes.
- To check for spelling mistakes, split the pages into columns. Then read down the columns, checking each word. This way you are more likely to spot spelling mistakes as you will be seeing the individual words, not the whole sentence.
- Read aloud. This will help you hear whether the sentences make sense, and will also force you to read slower so you'll be more likely to pick up mistakes.
- Make a note as you read through of any references to time of day, week, month, year and time passing. Also keep a note of any ages that are referred to. This way you'll notice if a chapter starts on a Monday morning, but by the end of it your characters are having dinner on a Friday night with no mention of the week in-between. It will also allow you to spot if a character has mysteriously aged beyond the number of years the plot spans. Or if they've not aged at all.

Writing a Blurb

The blurb is one of the most important selling tools you'll have for your book, so it needs to grab the reader's attention.

It is a summary, not a full explanation of what happens in your book. Short is better than long – you need to grab the reader's attention before that attention wanders.

For novels, the main three points are:

- Introduce your character
- Create intrigue
- Don't give it all away

Go to your bookshelf and read some blurbs. Read those of books you've read, so you can see how much of the plot they introduce in the blurb. Surprisingly little in the majority of cases.

Don't

- Use cliches
- Talk about yourself – that's what 'About the Author' is for
- Give away spoilers!