Preparing Your Manuscript

“You can almost always tell which books were published by little publishing companies because they look different. The covers have a different shine about them (and generally there is something vaguely odd about the cover art), the book is sized differently from your average book, the paper is a different color, and the font is always slightly different.”

In this seminar, you will learn:
- The Parts of a Manuscript
  - Front Matter
  - Content
  - Back or End Matter
- How to Polish Your Manuscript for Publication
  - Using Beta Readers
  - Editing
  - Proofreading
  - Interior Layout and Design
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Parts of a Manuscript

- Front Matter
- Body (Content)
- Back or End Matter

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Front Matter

- Endorsements / Praise for the Book
- Title Page *
- Copyright Page *
- Dedication Page
- Table of Contents
- Foreword
- Preface / Acknowledgements
- Introduction

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Endorsements / Praise Page(s):

- List lines from endorsements and pre-publication reviews for readers to view what others are saying about the book.

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Title Page:

- Title
- Subtitle
- Author
- Illustrator
- Publisher
- Publisher Locations
- Title type and design elements match front cover
Copyright Page Contains:

- Declaration of Copyright
- Other Credits
- Copyright Acknowledgements
- Disclaimer
- ISBN Number
- LCCN or CIP Number
- Where Printed
- Edition Number
- Published By

Copyright Page:

- Declaration of copyright
  - Who owns
  - Year of publication
  - Reservation of rights

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- Illustrators
- Editorial Staff
- Cover Designer
- Notes from Publisher

Designed by Erik Peterson
Edited by Dave Greene and Ramona Cramer Tucker

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Copyright Page:

- ISBN Number
- LCCN or CIP Number

Library of Congress Control Number: 2013922944

List Where Printed for Print Books

Printed in the United States of America

Edition Number

- Represents the number of the edition and the printing—generally represented with a number, but can also be listed as “first edition” or “second edition”

First edition: 10 9 8 7 6 5 4 3 2 1
Second edition: 10 9 8 7 6 5 4 3 2
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Copyright Page:

• Usually includes a “Published By”
  ➢ Either at top or bottom of copyright page

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PO Box 481022
Charlotte, NC  28269
www.crestpub.com

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Copyright Page:

• Disclaimer
  • Memoirs: Some names and identifying details have been changed to protect the privacy of individuals.
  • Novels: This is a work of fiction. Names, places, and events are either the product of the author’s imagination or used in a fictitious manner. Any resemblance to actual persons, living or dead, or actual events is purely coincidental.

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Copyright Page:

• Disclaimer
  • Self-Help: This book is for informational purposes only. While every precaution has been taken in the preparation of the book, neither the author nor the publisher shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book.
  • Health Books: The information provided in this book is not intended as a substitute for the medical advice of physicians.

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Dedication Page:

To my wonderful husband, Edward, without whose continued loving support and encouragement this book would not exist.

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Table of Contents:

• Included in nonfiction titles
• Not usually in fiction books
  ➢ Should not exceed two pages

Preparing Your Manuscript

Foreword:

• Setup for the book, typically written by someone other than the author.

Preface / Acknowledgements:

• The author’s thanks to those who contributed time and resources towards the effort of writing the book.

Introduction

• Setup for the book’s contents, generally by the author.
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Body or Content

• Prologue
• Sections
• Chapters
• Epilogue

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Running Heads on the Interior

• Nonfiction Books
  ➢ Left Hand Page: Title of Book or Section Title
  ➢ Right Hand Page: Chapter Title
• Fiction Books
  ➢ Title on one side
  ➢ Author on other side

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Page Numbers

• Can be on top, bottom, or side margin of pages
• Front Matter
  ➢ May or may not have page number listed
  ➢ Some use Roman Numerals for page numbers
• Back or End Matter
  ➢ Pages containing promotional text generally not numbered

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Margins:

• Plenty of Margin Space
  ➢ At least .5 inches
• Plenty of Gutter Space

Publish Your Book

Chapters

• Start Chapters on the Right-Hand Side
• Stylized Chapter Starts

Preparation Your Manuscript

Running Heads on the Interior

• Nonfiction Books
  ➢ Left Hand Page: Title of Book or Section Title
  ➢ Right Hand Page: Chapter Title
• Fiction Books
  ➢ Title on one side
  ➢ Author on other side
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Watch for:

- Widows & Orphans

Choosing a Font

- Easy to read, not too stylized or fancy
- At least 10pt font
- Six common interior fonts:
  - Garamond
  - Gotham
  - Electra
  - Futura
  - Bembo
  - Minion

Back or End Matter

- Appendix
- Resource
- Further Readings
- Glossary
- Bibliography or Notes
- Index

Use the Back Pages of Your Book for Marketing Purposes:

- Expanded Author Bio
  - Include an invitation to read your blog
  - Include an invitation to sign up for your newsletter or mailing list
  - 82% of authors who do this see an increase in subscribers
Preparing Your Manuscript

Use the Back Pages of Your Book for Marketing Purposes:

- Connecting with Readers
  - Invite them to write a review of the book
    - 84% of authors who do this see an increase in reviews
  - Invite them to follow you on social media
    - 73% of authors who do this see an increase in followers
  - Invite them to contact you with feedback

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Polish Your Manuscript

1. Use Beta Readers

What is a Beta Reader?

- A beta reader is a non-professional reader who reads a written work with the intent of looking over the material to find and improve elements such as grammar and spelling, as well as suggestions to improve the story (pointing out inconsistencies), its characters, or its setting. Beta reading is typically done before the book is released for public consumption.

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Use the Back Pages of Your Book for Marketing Purposes:

- Promote Your Other Books
  - Include a free chapter of an existing or upcoming book
  - Don’t have other books? Exchange space with another author writing to the same audience.

Preparing Your Manuscript

2. Get Your Manuscript Edited
“However, what bothered me most about this book was the need for some serious editing. I find it quite difficult to take an author seriously who has not checked for spelling, grammar, word usage, and accurate Biblical quotes.”

Types of Editing:
- Developmental (Book Level)
  - Fiction Books: Examines the plot and outline, checks pacing and subplots, and looks for gaps and inconsistencies.
  - Nonfiction Books: Examines the book’s content, organization, and flow of information.
- Substantive (Paragraph Level)
  - Comments on content, style, intelligibility, and structure within a page. This typically involves moving sentences and paragraphs around for a better conceptual flow.
  - Fiction Books: Checks for continuity.
  - Nonfiction Books: Checks facts to ensure accuracy.
- Copy Editing (Sentence Level)
- Proofreading (Word Level)

Editing and Proofread Services
- Reedsy - [https://reedsy.com](https://reedsy.com)
- Bibliocrunch - [http://bibliocrunch.com](http://bibliocrunch.com)
- Christian Editor Connection - [https://christianeditor.com](https://christianeditor.com)
- Fiverr - [www.fiverr.com](http://www.fiverr.com)
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3. Typeset Your Manuscript

Determine What Size Your Book Will Be:
- Standard Trim Sizes
  - 5.5” x 8.5” and 6” x 9”
- Other Common Sizes
  - 5” x 8”, 8” x 10”, and 8.5” x 11”

DIY Manuscript Typesetting Tools
- PressBooks - [www.pressbooks.com](http://www.pressbooks.com)
  - Choose from a variety of templates
  - $99 for ebook and print plus cover design
  - Free Book Editor
- Book Design Templates - [www.bookdesigntemplates.com](http://www.bookdesigntemplates.com)
  - Offers a variety of templates starting at $59

Each of these services delivers print-ready files for POD such as CreateSpace and IngramSpark, as well as ebook files for ebookstores.

Hire a Professional Interior Book Designer
- CSPA Partner Members
  - CREST Publisher Services - [www.crestpub.com](http://www.crestpub.com)

Remember:
- Your Christian book represents God to readers.
- Strive to have your book reflect His glory by being a quality product.

“Best Book I Ever Read…Well, let me tell you, don’t underestimate small publishers. This is possibly my favorite book out of all the books that I have ever read.”

Cheryl Cordwell
Preparing Your Manuscript

Additional Resource: