



SUBMISSION REQUIREMENTS

Prepare your manuscript for self-publishing with Lucas Park Books (LPB) by reading the following information:

- What You Need to Include to Submit Your Book
- How to Prepare Your Files
- Graphics Specification Requirements
- Preparing to Send Your Files
- Author Tips
 - Quotations/Permissions
 - Content Development and Editing
 - Consistency Issues



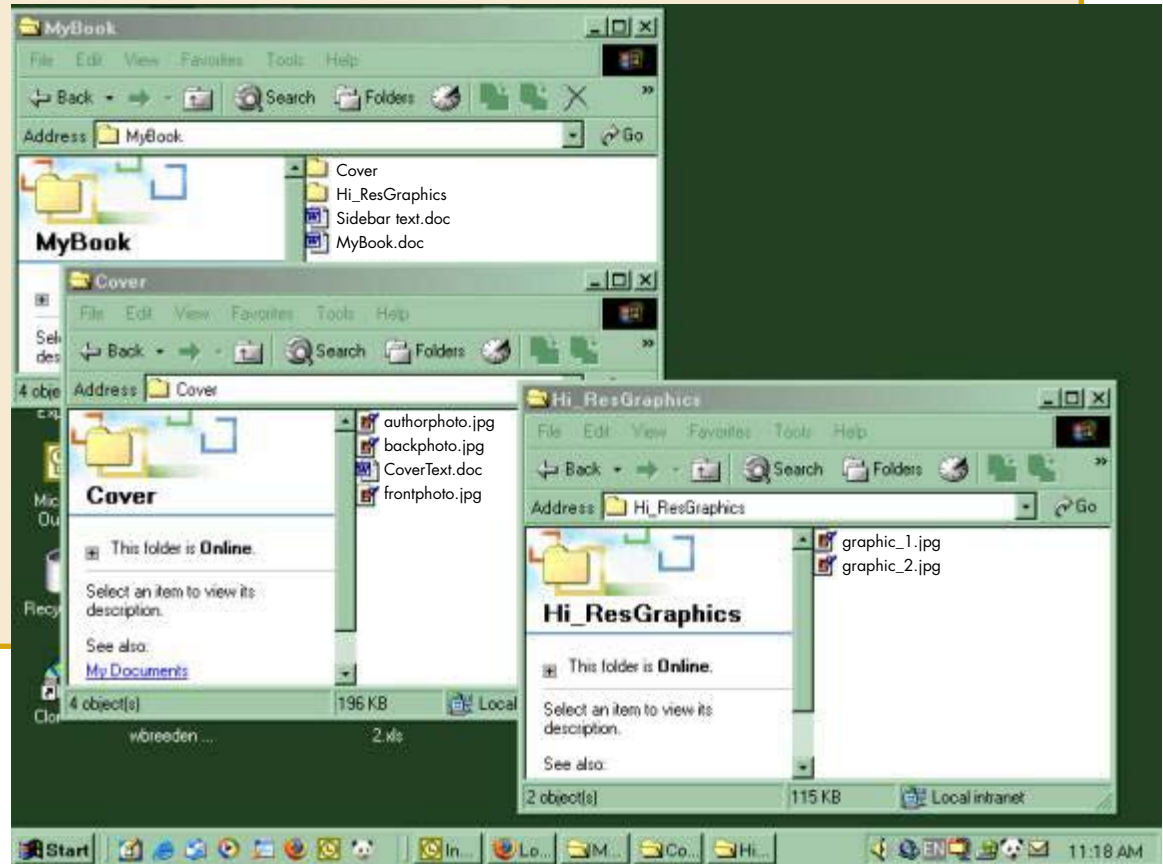
WHAT YOU NEED TO INCLUDE TO SUBMIT YOUR BOOK

QUICK VIEW OF THE PROCESS

1. **COVER FOLDER** containing
 - a. Cover text file
(not to exceed 2200 characters with spaces)
 - b. Author photo
 - c. High-resolution photo(s) for cover
2. **MANUSCRIPT FILE**
3. **SIDEBAR TEXT FILE** (If you have selected a template that accommodates sidebar text, that text should be submitted in a file separate from the rest of the manuscript.)
4. **HIGH-RESOLUTION GRAPHICS FOLDER**
(containing all the high-resolution graphics/illustrations)

All of the above should be submitted at the same time so that work can begin on your book immediately.

Here is an example of what your disk directory would look like:



WHAT YOU NEED TO INCLUDE TO SUBMIT YOUR BOOK

1. COVER FOLDER

■ *Create a Cover Folder*

This will include all the files that LPB will need for the cover. This folder will hold the text file of all the copy that is to be placed on the front and back covers, your author photo in high-resolution and any photos/illustrations you are using on your cover (in high-resolution format). The number of photos used on your cover is dictated by the cover template you selected.

■ *Cover Text File*

This Cover Text file is a word processing file (in Word or Rich Text Format) that contains all the words you want printed on the front and back covers of your book. **This file should be submitted at the same time as all other parts of your book.**

Front Cover

Title and Subtitle (if you have a subtitle)

Author Name exactly as it is to appear on cover and title page

Any other text for the front cover (e.g., Foreword by Warren Buffett)

Back Cover

Author Bio: A brief description of your accomplishments, associations, training and experiences. What do you want readers to know about you?

Endorsements or Description of the Book Content: A great way to promote your book is to have others read the book and write endorsements. Seek endorsements from people who are well-known among your audience, or who have special credentials or experience in your subject matter. If you cannot or prefer not to obtain endorsements, you can write a description of your book. It is best to have an engaging, marketing/sales-oriented description of the book content. Remember to focus on what sets your book apart from others.

LPB will choose the strongest back cover information to place on the trade distribution databases. This is the text that will be searchable by most Internet search engines.

Length: Your total character count for the back cover, including the Author Bio and Endorsements/Description, should not exceed 2200 characters w/spaces.

■ *Cover Graphics*

Author Photo: must be in high-resolution format and not embedded in the Cover Text Word file, but placed in the Cover Folder separately (see Graphics Specification Requirements on page S9).

Photos/Illustrations for Front Cover: must be in high-resolution format and not embedded in the Cover Text file, but placed in the Cover Folder separately (see Graphics Specification Requirements on page S9).

2. MANUSCRIPT TEXT FILE

NOTE: Make an electronic backup file of your manuscript NOW, preferably on CD, DVD, or flash drive so you preserve your original manuscript. You are responsible for your original manuscript. LPB will not be responsible for lost data.

Make sure your manuscript includes the following:

■ *Title Page*

Title and subtitle (if applicable)

Author Name

■ *Copyright Page*

Include all copyright permission statements as required for material you did not create (whether granted for free or for a fee you paid). You must use the exact wording as provided to you by the person/publisher that granted the permission (see Quotations/Permissions in Author Tips section). If your content is of religious nature and uses scripture quotes (unless your own translation or from a version produced before 1923, such as the *King James Version*) you will need to include a permission statement (see Quotations/Permissions section of Author Tips or look on your Bible's copyright page or its publisher's Web site)

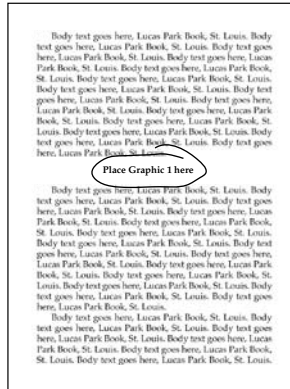
■ *Text of the Book*

Remember that you are giving LPB the *final, complete* version of the book text. No revisions will be expected at a later time in the process without incurring further cost, so take the time now to ensure that your manuscript is complete. You should submit all text except an index at this time. You will also want to look over the rest of the Submission Requirements so you can be sure your text meets our requirements. See especially Cleaning Up Your Manuscript for Submission (page S5). Remember that any additions to your manuscript later in the process will incur extra fees.

WHAT YOU NEED TO INCLUDE TO SUBMIT YOUR BOOK

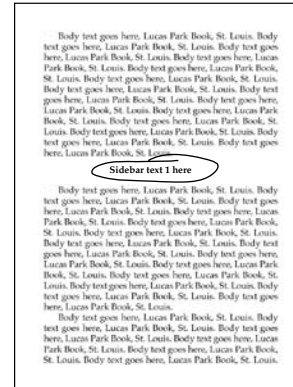
- Your text may include photos and illustrations. If so, you need to remove them from within your text. Replace them with a line of text that states, PLACE GRAPHIC 1 HERE, etc. Place high-resolution versions of all your graphics in the Hi_Res Graphics Folder (as listed in No. 4 that follows).
- Clip art files inserted into your Word file are low-resolution and cannot be used by LPB. Unless you can provide us with a high-resolution version, they must be removed or replaced.
- Leave any text-only tables you have created within your manuscript.
- Remove all boxes around text. These boxes do not translate into our typesetting software. Sometimes authors put special text inside a box. If you have done this you have two options: leave the text within your manuscript, unboxed or convert your book over to a book with sidebars (read the next section and see the Publishing Packages).

Manuscript file

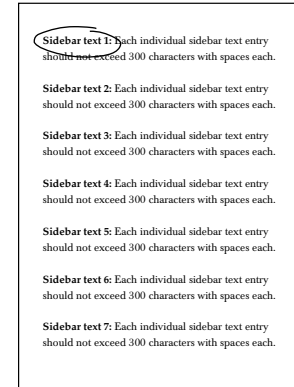


of paragraphs. The typesetter will place it in the sidebar white space area of the layout as close to that paragraph as possible.

Manuscript file



Sidebar text file



Typeset page showing sidebar text in place



- If your manuscript does not have the sidebar text within the manuscript yet, simply create a new file named SIDEBAR TEXT and number and type each sidebar text into the file. You must then go inside your manuscript file and put in placeholders for the typesetter to know what paragraphs your sidebar text belongs to.

3. SIDEBAR TEXT (WORD PROCESSING) FILE (OPTIONAL)

If you have chosen to have a book with sidebars, this section pertains to you.

NOTE: Read through these instructions first before working with your manuscript files. We highly recommend you work with a back-up version of your manuscript.

- Each individual sidebar text entry should not exceed 300 characters with spaces each.
- You must include all the sidebar text you want to appear in your book in a separate Microsoft Word file. This file will serve as a “key” or “map” for the designer and typesetter. It gives the typesetter a way to quickly see all the sidebar text that is planned for the book and clearly labels each one.
- Create a new word processing document and name it SIDEBAR TEXT.
- Number all the sidebar text that is within your manuscript. Then remove them one by one from the manuscript and place them into the Sidebar Text file.
- As you remove them from the manuscript, put in a line of text that states what sidebar text is to be placed there. This needs to happen at the beginning or end

4. HIGH-RESOLUTION GRAPHICS FOLDER

Place all your high-resolution graphic files (numbered to match placeholders in your manuscript file) in a separate folder named Hi_ResGraphics. These should be in JPG or EPS format. We cannot use the photos placed within the word processing file for the final book. We must have the original **high-resolution** JPG files (see Graphics Specification Requirements on page S9.) Each original graphic is its own file.

Remember, graphics that were embedded within your word processing document are probably only 72 dpi and considered low-resolution. They will not reproduce well, and LPB will ask for high-resolution versions.

HOW TO PREPARE YOUR FILES

Please read all of these instructions before prepping your files. Then go back and follow the step-by-step directions.

1. PERMISSION REQUESTS AND AUTHOR TIPS

Permissions are one of the more troublesome matters of publishing. Identify all quotations needing permission (especially poetry and hymns, see Permissions/Quotations section in Author Tips) and request permission to use the content as early as possible. Allow at least three months to receive permission. Use the material from which you are quoting to determine the copyright holder, and request non-exclusive worldwide English rights. (The company's Web site may provide an address or contact person for rights and permissions issues.)

Tell the copyright holder the tentative title, page length (see the FAQ question regarding establishing an estimated final page length on page P21 of LPB Publishing Services), and publication date of your book (assume 4-5 months after you send your manuscript to LPB). Send the copyright holder a copy of what you propose to use. It is helpful to send all of this in a letter with blanks at the bottom, so that the copyright holder can sign off and assign a fee for use.

You are responsible for securing the needed permission to use copyrighted material and you are legally responsible for any misuse.

It is highly recommended that you read through the Author Tips on page S11 to make sure your manuscript is completely finished and ready for publication.

2. SAVING YOUR MANUSCRIPT FILES

Save a copy of your manuscript on a CD, flash drive, DVD, etc. in addition to a copy on your computer and the copy you send to LPB. We cannot be responsible for the only copy of your manuscript.

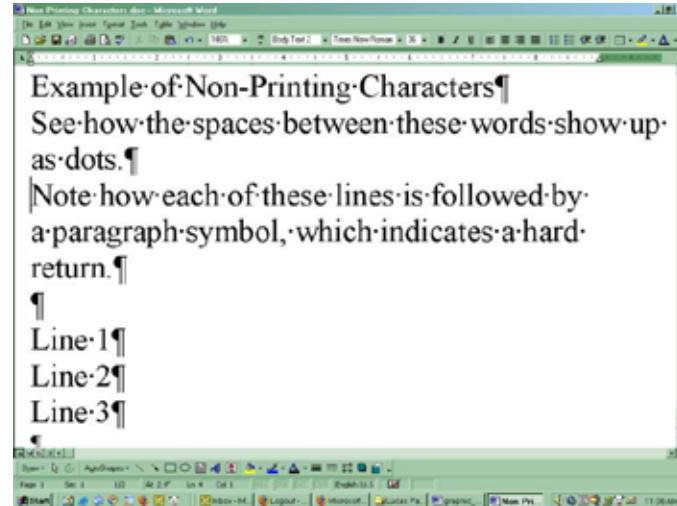
The manuscript you send to LPB must be saved in either Microsoft Word or Rich-Text Format (RTF). We will not accept any other format.

Note: Remember to make another set of backup copies after following the instructions in Cleaning Up Your Manuscript. If something happens to the electronic version of your manuscript through the mail, we will ask you to resend another copy of your manuscript. This does not happen often, but occasionally technology can corrupt data along the way. You must have an exact copy of the file you sent to LPB or you will have to redo the cleanup work.

3. CLEANING UP YOUR MANUSCRIPT FOR SUBMISSION

Most word processing programs allow you to view “hidden” characters on the screen to help you clean up things that you may not have been aware occurred while you were creating the content. If you are working in Microsoft Word, you can view these hidden marks, simply by clicking the button in your Microsoft Word toolbar that resembles a paragraph symbol or use your Help to locate the instructions for Nonprinting Characters.

Here is an example of the what the file looks like with the Nonprinting Characters turned on:

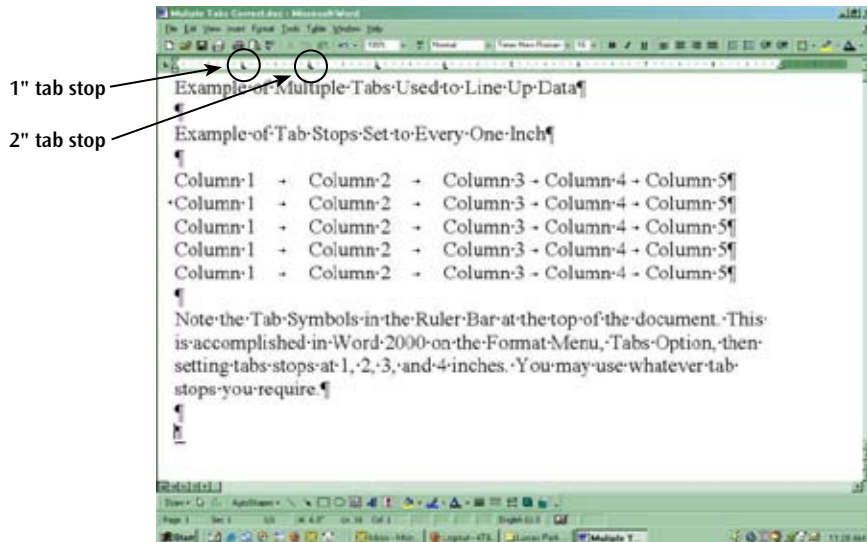


By displaying these formatting marks on your screen, you can see if you have created any problem spots in your document. You can then scan through your entire manuscript and do cleanup:

1. **Extra spaces.** One press of the space bar key between words is all that is needed. There should be no extra spaces used to line text up. The tab or indent margin tool should be used instead. If you are trying to center text, use your word processor's built-in tool for centering.

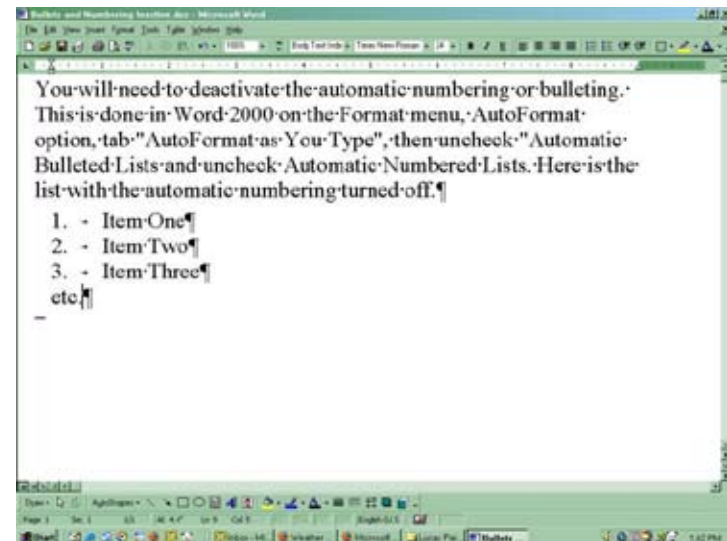
HOW TO PREPARE YOUR FILES

- Extra tabs.** There should be one press of the tab key between numbers and words or bullets and words. You should not keep hitting the tab key repeatedly to line things up; the lining up will occur during typesetting. Use the Format, Tabs function of your Word program to set up multiple tab stops exactly where you want text to line up. For example:



- Extra paragraph returns.** There should be one return key pressed at the end of each paragraph (not at the end of each line of text or after each sentence). There should be only one paragraph return following headings and subheadings. Do not put extra returns (or paragraph returns) in your manuscript to double-space your copy. Set your line spacing by using your word processor's built-in tool for line spacing, found under Format, Paragraph in Word.
- Clearly mark headings and subheadings** with different point sizes. We recommend 18-point type for Level 1 Main Headings and 16-point for Level 2 Headings. If you have Level 3 subheadings, use 14-point type. Level 3 subheadings, etc. require more work by our designers, and extra charges will be incurred.

- Block or double indented quotes** should be easy for us to see. Use the margin control of your word processing program to move the text in about 1/2 inch from the left and right margins, for those paragraphs only. Highlight the needed text and then move the margin.
- If your manuscript has **endnotes or footnotes**, use your word processing program's automatic footnote or endnote function. This links the note to the number in the text that refers to it, a vital connection in the typesetting process. (*We will not accept manually placed footnotes/endnotes.*)
- Do Not use Automatic Numbering or Automatic Bullet formatting.** Word usually sets this as the default feature, and it is active. You need to turn it off, highlight all of your numbered and bulleted lists and deactivate the automatic formatting. Then you need to insert the number and period and hit the tab key once for numbered lists. For bulleted lists, type a hyphen for the bullet and then hit the tab key once (before the text). Here is an example of deactivating Word's automatic numbering feature and how you go in and fix it to be manual:



HOW TO PREPARE YOUR FILES

■ **Important! Things to avoid**

There are a number of things to avoid doing. So please check your file and eliminate the following:

- Do not underline text for italics. Use the italicize option in your word processing program. Any underlined text will be underlined in your printed book.
- Do not put vertical text in your manuscript. This means a word put on its side, so it is reading up or down the page vertically or putting one letter on top of another so they stack up and down, like:

TOP
TOP

- Do not use footnotes or endnotes that are not linked to the text that refers to them (see point 6 in *Cleaning Up Your Manuscript for Submission*).
- Do not insert pictures into your manuscript file. Please see point 5 on page S8, *Handling Graphics in Your Manuscript*, on how to submit photos, illustrations, charts and tables with your manuscript.
- Do not include tables and charts that were not created with the built-in table feature in your word processing program. Any table or chart that you have inserted in your text as a graphic should be handled as such. (See point 5 on page S8, *Handling Graphics in Your Manuscript*, on how to submit photos, illustrations, charts and tables with your manuscript.)
- Do not use wingdings, symbolic bullets or characters unavailable within the normal character set (this includes symbols of any kind). If you want to bullet any part of your text, use a hyphen to indicate the bullet symbol and the typesetter will insert bullets.
- Do not use any running headers and footers as you would for traditional manuscript formatting (i.e., your name and the page number on every page). We will put in the appropriate running headers and footers.
- Do not use an automatic outline numbering built in to your word processing program. If you use outlines, make sure that they are set to a standard form, done manually.

■ **We Are Unable to Publish**

- Text set in running two- or three-column format (as in magazines)
- Manuscripts with embedded graphics (graphics inside the text file)
- Scanned graphics of less than 300 dpi (see *Graphics Specification Requirements* on page S9)

- Manuscripts using foreign (non-English) fonts
- Manuscripts with manual footnotes, manual headers/footers, or manual page numbering

Note: Plays, screenplays, cookbooks, and photo/picture books cannot be published for the special package pricing. See “A Note About Interior Formatting” (below).

LPB reserves the right to refuse publication of any content for any reason. Please see our Order Form for details.

■ **A Note about Interior Formatting**

Manuscripts that require extensive text formatting require extra work and quality checks from our staff. These manuscripts can usually be published on an individual quote basis, depending on the type and extent of the formatting involved. Examples of extensive formatting include the use of three or more subhead levels along with screenplay format, repeated indented quotations, repeated poetry or scripture requiring line by line indenting. Please contact a LPB Associate for an individual review and quote.

We are always happy to learn about your needs and discuss possible solutions. Please contact LPB at 314-231-8500, press 0 and ask for a LPB Associate, and we will be glad to review your specific manuscript for a quote request.

4. HANDLING SIDEBAR TEXT

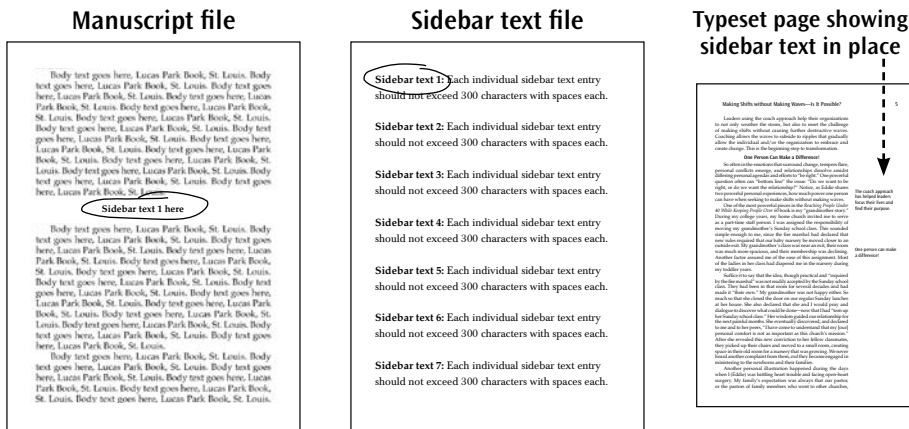
If you have chosen to have a book with sidebars, this section pertains to you.

NOTE: Read through these instructions first before working with your manuscript files. We highly recommend you work with a back-up version of your manuscript.

- Each individual sidebar text entry should not exceed 300 characters with spaces.
- You must include all the sidebar text you want to appear in your book in a separate word processing file. This file will serve as a “key” or “map” for the designer and typesetter. It gives the typesetter a way to quickly see all the sidebar text that is planned for the book and clearly labels each sidebar.
- Create a new word processing document and name it `SIDEBAR_TEXT`.

HOW TO PREPARE YOUR FILES

- Number all the sidebar text that is within your manuscript. Then remove them one by one from the manuscript and place them into the **SIDEBAR_TEXT** file.
- As you remove the sidebars from the manuscript, put in a line of text that states what sidebar text is to be placed there. This needs to happen at the beginning or end of paragraphs. The typesetter will place it in the sidebar white space area of the layout as close to that paragraph as possible.



- If your manuscript does not have the sidebar text within the manuscript yet, that is fine. Simply create a new file named **SIDEBAR_TEXT** and number and type each sidebar text into the file. You must then go inside your manuscript file and put in placeholders for the typesetter to know what paragraphs your sidebar text should be placed near.

5. HANDLING GRAPHICS IN YOUR MANUSCRIPT

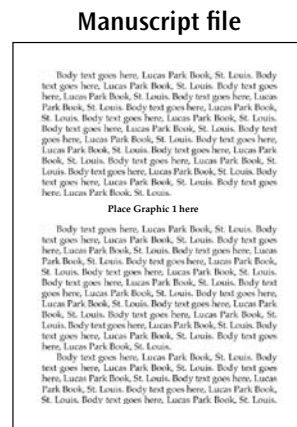
You are responsible for providing all your graphics, be they illustrations, clip art, photos, diagrams, or charts in high-resolution according to our *Graphics Specification Requirements*. This applies to cover images, author photo, and all text/interior graphics.

1. All your high-resolution graphics need to be placed in a separate folder called **Hi_ResGraphics** with each high-resolution graphic clearly titled consecutively starting with **Graphic_1**, **Graphic_2**, **Graphic_3**, etc.

We must have the original **high-resolution** JPG files (see Graphics Specification Requirements on page S9.) **Each original graphic is its own file.**

Remember, graphics that were embedded within your word processing document are probably only 72 dpi and considered low-resolution. They will not reproduce well, and LPB will ask for high-resolution versions.

2. Make sure all embedded graphics have been removed from your manuscript file. Type in a placeholder, within your file, stating which graphic goes in that location. Example: Place Graphic 1 here. The graphic itself now needs to be deleted from the main manuscript file.



3. You may keep tables within your text as long as they are text-only.

Remember, if you have created a very wide table (many columns across), it may not fit in the book horizontally (in the direction the book normally reads). Since a vertical table requires a full page, it may not be possible to place the table precisely with the corresponding text. For good design and ease of reading, please avoid lengthy or very wide tables wherever practical.

GRAPHICS SPECIFICATION REQUIREMENTS

These specifications must be followed for the high-resolution graphics that are being placed in a separate folder called *Hi_ResGraphics*.

COVER GRAPHICS

- Files should be saved as EPS or JPEG format
- Save as CMYK
- Make resolution at least 300 dpi
- Physical size of the image needs to be at least the size you want it to be used on the cover. For example, if you want your photograph to cover the entire front cover of your 5.5 x 8.5 book, the photo needs to be 5.5 x 8.5 saved in a resolution of a least 300 dpi and saved as EPS or JPEG.

INTERIOR TEXT/MANUSCRIPT GRAPHICS

- Files should be saved as EPS or JPEG format
- Save as grayscale (we cannot work with color images on the interior of your book unless you have purchased the Children's Book Color Package)
- Make resolution at least 300 dpi
- Physical size of image needs to be approximately 4 inches wide

Note about charts and graphics that may have come from programs other than Word:

- PowerPoint files and files saved as GIF and PNG are *not* compatible with our typesetting process
- Files should be created and/or saved in a vector-based software program such as Adobe Illustrator or Corel Draw (all type should be turned to outlines)
- Files should be saved as EPS file for MAC

If a graphic comes to us electronically in low-resolution, we cannot make it better. The final print manufacturing process will not improve the low-resolution graphic either. If anything, it will make it worse. For these reasons, LPB cannot be responsible for the final quality of the printed graphics in the final book form if your graphics do not meet our high-resolution Graphics Specification Requirements.

HARD COPY ORIGINALS

If you are not able to provide your graphics in high-resolution *electronically*, you may send us high-resolution hard copy. We can scan your graphic in high-resolution form. There is an extra \$15.00 per hard copy scan that applies. If you have a color graphic for the cover and need color correction and cleanup, it is available at \$30.00 per half-hour increment of labor time. However, we cannot improve the quality of poor hard copy originals.

If the original is of low quality, we cannot make it much better. The final print manufacturing process will not improve a bad/low quality graphic either. For these reasons, LPB cannot be responsible for the final quality of the printed graphics in the final book, if your hard copy graphics do not meet our high-resolution standards. We will note any of these occurrences and ask you to sign off on any low quality graphics.

PREPARING TO SEND YOUR FILES

SENDING YOUR FILES TO LUCAS PARK BOOKS

We strongly recommend you read through our Author Content Checklist to verify that all your files are ready to go.

We accept book submissions on CDs or DVDs. (Don't forget to keep a complete backup of your files for yourself.)

Remember that your Publishing Services Order Form must be completely filled out and signed, and payment must accompany the order form.

We ask that you send your book submission through a trackable mailing method to ensure your package arrives safely.

E-mailing your files is not recommended for submission because of file size of the graphics and the need for the signed contract and payment. We can allow e-mailing of your files, but you must set it up in advance with a LPB Associate. E-mail spamming programs can make e-mailing very challenging, which is why we request you get clearance from a LPB Associate before e-mailing. You are welcome to send your files via CD or DVD. If you e-mail your files, we will not start work on them until we receive your signed agreement and payment.

AUTHOR CONTENT CHECKLIST

To make your book the best it can be, please pay close attention to the following items.

- _____ Check that you have permission to use all content that you found in another source (book, television, movie, song, newspaper, etc.), and include full permissions data (if required, see S11) on the copyright/permission credit page at the start of the manuscript. If you used content from a Bible, refer to the Author Tips section. The author is fully responsible for permissions; see the Publishing Services Order Form.
- _____ Check your bibliography and footnotes to make sure that all information is complete and consistent. *The author is responsible for providing all bibliographic information needed*, including date of publication, page numbers, publisher, and original source for material cited from secondary sources.
- _____ Check any listed Web sites to make sure that they are still active.
- _____ Prepare front matter for your book, which may include the following as appropriate: **a title page, a copyright/permission credit page, dedication, foreword, preface, acknowledgments, a table of contents, and then the text itself.** Items in boldface are necessary for the manuscript to be complete. Other items are optional.
- _____ If you use outlines, make sure that they are in a standard form, done manually. Do not use an automatic outline numbering feature built into your word processing program.
- _____ Keep backup hard copies and electronic copies of everything you send LPB.
- _____ Have the following files ready:
 - Cover Text File
 - Author Photo (high-resolution)
 - Manuscript File
 - Sidebar Text File (if applicable)
 - High-resolution graphics of all interior and cover photos

AUTHOR TIPS

QUOTATIONS/PERMISSIONS

Copyright permissions are the sole responsibility of the author. The following information is for educational purposes only and not intended to be complete information on the subject of copyright permission. Please use this information to familiarize yourself with this issue and then do further research on your own. Here are examples of items that require permission:

- A prose quotation of more than 200 words (except for some biblical quotations)
- You must identify any Bibles you are using for scripture you are quoting. This way you do not have to identify them in the text next to the scripture quote itself. If you use more than one translation, it is best to abbreviate the Bible version you are using behind each quote. See the Consistency Issues section for more details.
- More than one line of poetry, unless it is in the public domain (generally pre-1923)
- Charts, maps, graphs, tables prepared by others
- More than one line of hymns, songs, prayers, unless in the public domain (generally pre-1923)
- Photos, drawings, cartoons, other illustrations prepared by others

Identify all quotations needing permission and request permission as early as possible. Allow at least three months to receive permission. Use the material from which you are quoting to determine the copyright holder, and request non-exclusive worldwide English rights. (The copyright holder/company's Web site may provide an address or contact person for rights and permissions issues.) Tell the copyright holder the tentative title, length (see page P21 in LPB Publishing Services), and publication date (use 4-5 months after the date you plan to send your manuscript to LPB). Send the copyright holder a copy of what you propose to use. It is helpful to send all of this in a letter with blanks at the bottom, so that the copyright holder can sign off and assign a fee for use.

You are responsible for securing the needed permission to use copyrighted material. You are also legally responsible for misuse of copyrighted materials.

CONTENT DEVELOPMENT

Content editing is a close evaluation of the content for comprehension of the material, organization of the idea and execution, structure, continuity, and readability of content.

We leave content editing or content development to you. We do not offer content

development or content editing services at this time. You are responsible for the completeness of your content and obtaining copyright permission for any content that was used from another source. We do recommend that you find a professional editor to edit the content of your manuscript if you have not done so yet.

Consistency Issues

Consistency can be difficult to maintain throughout the course of writing a book. Whether or not to capitalize certain words, to abbreviate certain words, etc. are sometimes dictated by standard rules, but more often are up to you, the author.

When you're working on chapter 10, how do you remember what you decided about capitalizing Biblical in chapter 1? When you are rereading your manuscript, make a list of words you notice that could or could not be capitalized, could or could not be abbreviated, etc. Decide which way you want the word to appear, and then use your word processing software's Find or Search function to search the file for all instances of the word or phrase. The Find/Search function simplifies checking for consistency and helps you give your book a more professional appearance.

Keep It Simple

Less is more when it comes to emphasizing words in the text of your book. Overuse of underlining, bold type, all capitals, and italic type works against the intended effect. If several words on a PAGE are **emphasized**, the reader ends up *confused* and *doesn't* pay special attention to ANY of them.

Use of Scripture

Authors generally choose one translation of the Bible to use for the majority of their scripture quotes. On the copyright page is a statement that says that all scripture quotes, unless otherwise indicated, are from the XXXX translation.

If you have a few quotes from another translation, identify the translation in the text by the quote (Jn. 3:16, NIV) with an abbreviation. On the copyright page you then write something like, "translations marked NIV are from the *New International Version*...."

Most publishers of Bibles allow fairly extensive quotes of scripture without charging for permission. LPB has on file the permission statements for many translations, or you can look at the copyright page of the Bible you are quoting, or its publisher's Web site, for the publisher's accepted permissions statement, which goes on your copyright page.