**How to Format Your Manuscript**

This entire document is laid out in the exact style in which your manuscript must be before uploading it for editing. Not every rule will apply to your book, but please read the entire document to ensure that you don’t miss important points.

These pages are meant to be read in conjunction with the [Preparing Your Manuscript](https://www.collectiveinkbooks.com/publishing-guide/chapter-8-editorial/preparing-your-manuscript/) and [Uploading Your Manuscript](https://www.collectiveinkbooks.com/publishing-guide/chapter-8-editorial/uploading-your-manuscript/) sections of the **Author Guide**.

The next page shows you how to lay out the bulk of your manuscript. Before the body of your manuscript will come your front matter, or preliminary pages (aka prelims). **The majority of authors won’t need all these preliminary pages. Just add the ones appropriate to your book.** You should make a page break in between each preliminary page and they should go in this order.

* [Endorsements](https://www.collectiveinkbooks.com/publishing-guide/chapter-4-more-proposal-detail/endorsements/?term=author stylesheet).
* Previous books with ISBN.
* Title page (Title, Subtitle, Your Name).
* Dedication/Epigraph.
* Contents page.
* Preface.
* Foreword.
* Acknowledgements.
* Abbreviations or acronyms.
* Maps.
* Introduction.

**Sample Epigraph**

*This is the epigraph quote for my book.* **Wise Person**

Indent manually and leave a blank line on either side of the quote. DO NOT press tab to indent.

**Sample Contents**

Chapter 1 Collective Ink Manuscript Preparation Guidelines

Chapter 2 Other Notes

Chapter 3 Name of Chapter Here

Chapter 4 Name of Chapter Here

Chapter 5 Name of Chapter Here

Chapter 6 Name of Chapter Here

Chapter 7 Name of Chapter Here

**Sample Endorsement**

An important and fascinating book about the origin, history and impending demise of the ego – humanity's collective dysfunction. *The Fall* is highly readable and enlightening, as the author's acute mind is at all times imbued with the higher faculty of spiritual awareness.

**Eckhart Tolle**, bestselling author of *The Power of Now* and *A New Earth: Awakening to your Life's Purpose*

**Chapter 1 Collective Ink Manuscript Preparation Guidelines**

Here is the text of the first paragraph of your book. If you present your work in the format of this document, then the designer’s software will interpret your manuscript correctly and avoid any confusions, costly delays or mistakes in the production process.

The following is true for all books that we publish, fiction and nonfiction. If you are writing fiction, then some of these rules will not apply.

I have made the chapter heading in **bold** 14pt. My text is in 12pt. My typeface is Times New Roman. Iam using black text only and a single space after full stops. I am not using double spaces after full stops, and I have made sure that there are no double spaces anywhere.

If I need to make a word **bold**,I use the bold button, or CTRL + B, and if I need to *italicize* aword, I use the italics button, or CTRL + I.

In the very few occasions that I do indent text, I DO NOT use the tab button and indent it manually.

I have put all of the text in this document in Word’s Normal style, and that style is set to single line spacing and no indents. I have left-aligned the text and made sure that it is not justified.

I am using only a carriage return at the end of paragraphs,and I am not indenting any paragraphs because the design program will register the carriage return and do this automatically.

**Sending in a text with no indents and no blank lines between paragraphs is the biggest favour you can do for your editor!**

You might have a specific font in mind for the finished book, or some other design specifications. Make a note of these in the [Author Stylesheet](https://www.collectiveinkbooks.com/publishing-guide/chapter-8-editorial/author-stylesheet/?term=author stylesheet) section of your Production page. It is important that you don’t try to design your book in the Word file that you give to us.

The bulk of your text will look like this, very dense and not particularly aesthetically pleasing. Remember: You are not formatting it for a reader but for the designer and the software they use.

“Here is some speech,” said the writer.

“That’s a good example,” said the author reading the text.

As you can see, it is quite simple.

There are some occasions when you need to leave blank lines, and these are listed below.

**Subheadings**

When you need to format a subheading, do it like this, with a blank line BEFORE the **bolded** (or *italicized*) **heading**. Do not use more than three levels of heading (the chapter title does not count); preferably, do not use more than one. Indicate their relative importance by using consistent fonts or type sizes for each level of heading and provide an explanatory key on the first page. Table headings and figure captions should not have full stops. Subheadings are best in **bold**, and smaller subheadings within a section, in *italics*.

**Changing a Subject or Making a Break in a Narrative**

If you need a blank line in the finished text to change the subject or are writing a fiction narrative and need to insert a blank space to suggest a break in the narrative, then use three asterisks, centred as such, to suggest the space:

\*\*\*

This way, your editor and the designer will know exactly what you need, and your editor won’t accidentally delete the negative, white space.

**Inserting Images**

If you want to insert an image into your text, you have to add placeholder text for the image. Always put ZZZ before the name of the image.

ZZZ Insert Image 1

Leave a blank line before and after the placeholder. Use ZZZ before the placeholder text for each image so that the designer can easily search the full manuscript to find the image insertion points. Please note (and this is important) that when you upload your images they must have the same names that you use in the text. If, in this example, I upload a number of images and none of them is called Image 1 (which is what I called it in the text), then the designer has no idea what goes where. So please make sure that the names of the images that you upload match what you name them in the text. See also: [Illustrations, diagrams, photos](http://collectiveinkbooks.com/publishing-guide/appendices/images-illustrations,-diagrams,-photos/).

**Endnotes**

In this new paragraph I want to insert an endnote. I am not going to use the Word endnote feature. If you do this, the manuscript will be returned to you and you will be asked to reformat them manually. Here it is1. To make the number 1 superscript you either highlight the number and press the superscript button in the home tab (x1) or you press CTRL and SHIFT and PLUS. DO NOT use Word’s endnote feature.

**Bulleted and Numbered Lists**

Bulleted lists are simple and you can use Word’s built in function here. Word will naturally indent them a little:

* Point 1.
* Point 2.
* Point 3.

Here is a numbered list

1. Point 1.
2. Point 2.
3. Point 3.

I will mark the end of this chapter by using a page break when it is finished.

1 Endnote. First, I am referencing my endnote from earlier. I can do this at the end of a chapter or at the end of the book. For this document, I am choosing the end of the chapter.

**Chapter 2 Other Notes**

What follows are other important notes about preparing your manuscript.

**Chapter Titles**

I have made sure that my chapter titles in the text exactly match the chapter titles on the Contents page — you would be surprised how often they don’t! Carefully check that the chapter titles in your Contents EXACTLY match those in your text.

**End Matter**

**As with the prelims, the majority of authors won’t need all these end-matter pages. Just add the ones that are appropriate to your book.**

Most copyediting queries are on the end-matter. This might comprise:

* An Author Biography.
* Previous titles: As well as having them mentioned in the prelims, you mkight also wish to add a more extended look at your previous titles to the end-matter with accompanying description and blurbs.
* Note to reader: An increasing number of authors want direct contact with readers, so they put their website, and at times their email address. in the prelims or end-matter of the book. You may want to consider this. There are disadvantages, however – there can be no responses, e.g., which might be discouraging; there might be too many, which can get tedious; they might be aggressive, which can be upsetting. In general, it helps to create a community of readers. Don't mention specific sites, as Apple will reject any book that references a competing site, such as Amazon.

Example:

From the Author: Thank you for purchasing TITLE. My sincere hope is that you derived as much from reading this book as I did in creating it. If you have a few moments, please feel free to add your review of the book to your favorite online site. Also, if you would like to connect with my other books that are coming out in the near future, please visit my website for news on upcoming works, for recent blog posts and to sign up for my newsletter: author.com. Sincerely, AUTHOR

* Appendices.
* Notes/References (comprises works mentioned in the text).
* Further reading (suggestions for texts that will provide additional information).
* Bibliography (texts consulted by author, maybe organized by chapter).
* Glossary.
* [Index](https://www.johnhuntpublishing.com/index.php?id=237&i=0&a=470" \l "Index).
* In that order. End-matter headings should be included in the contents.

**References**

Add them in a list at the back of the manuscript under "References."

Please cross-check that all the references cited in the text are included in the list (and vice versa), and that the name(s) and date(s) match (if you use the author and year system).

Please include the publisher and place of publication for book references, as well as the volume and page numbers for journals. Most manuscript queries arise from missing or inaccurate information presented in references.

For more detailed information on how to quote internet sources, read the [OU Harvard Guide to Citing References](http://www.open.ac.uk/libraryservices/documents/Harvard_citation_hlp.pdf).