



Summertime Publishing

Springtime Books

Preparing Your Manuscript for Submission, Editing and Design

What follows are our recommendations for a smooth working relationship with us that keeps us all on target while saving you money.

We love to see simple ideas stated simply – be lean in your ideas, prose, style and manuscript. Read a piece of text aloud. If you run out of breath or trip over your words as you read, the sentence needs to be cut. Never use a long word where a short one will do.

Presentation

- **Please use a simple Times Roman 12 point font, single line spacing.** We use Times Roman as it is the easiest font for our designers to use when converting the manuscript to a pdf and into the font you have chosen – in consultation with your designer – for the print and Kindle/e-book version of your book.

Why is it so important for us to have a final manuscript in Times Roman?

Times Roman causes fewer problems during pdf conversion than other fonts, saving everyone time and reducing errors in your text during the conversion/production process. It therefore makes sense to use Times Roman from the beginning. If you create a manuscript in another font then change it into Times Roman, many of the punctuation features do not convert and will not change using the ‘find and replace’ tool. This means they have to be spotted and changed manually.

- **Please write directly in Word** without using ‘book’ templates – they cause issues when text requires editing. All formatting and styling for your book will be done in consultation with your designer once you have a final, production-ready manuscript.
- **Please do not justify the text:** Spacing needs to be exact for pdf conversion. If text is to be justified your designer will do this during conversion to pdf.
- **Set your margins and tabs once for the whole document:** If you create your chapters in separate documents there is a risk you will end up with tabs and margins in different places in separate documents. When you bring them all into one document it causes a host of issues.

Will these settings affect your book's design?

No. Your designer will set tabs, margins, headers and footers, fonts, point sizes, styles and sub-heading using a style sheet, which he/she will apply to the entire book later. Your submitted manuscript must be consistent so it can be imported seamlessly into a design you choose with your designer.

- **Work with one document only**, using a forced page break for each chapter.
- **Headings**

Title	Times Roman 18 Bold	
Parts (eg I-IV)	Times Roman 18 Bold	
Chapter Headings	Times Roman 18 Bold	
Headings	Times Roman 14 Bold	With a line space before and after
Sub-headings	Times Roman 12 Bold	With a line space before and after
Sub-headings below the above	Times Roman 12 Bold	With a line space before but NOT below

Fact or fiction?

Memoir (or fiction): Text should be continuous with new paragraphs beginning with an indent. However, the first line of a new chapter, or where text follows a 'time break', the line space should begin left aligned and not indented. For example:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

“Watch out!” said the lazy dog.

“I’m a good jumper. Don’t worry,” replied the quick brown fox, laughing.

The next day another brown fox jumped over the lazy dog. The next day another brown fox jumped over the lazy dog. The next day another brown fox jumped over the lazy dog. The next day another brown fox jumped over the lazy dog.

“Ouch!” said the lazy dog.

Factual book (or non-fiction): Text should have paragraphs separated by a line space, with no indent to the first line.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

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“Ouch!” said the lazy dog.

- **Quotations used in your manuscript:** These should be in single quotation marks and italicised text, with author citation in regular font and bold, i.e.,

‘Conflicts are a normal and natural part of everyone’s life. Conflicts are simply the disputes and disagreements that occur between two people. While we tend to think of conflict only in terms of its negative effects, the fact is that conflict can also be positive. Without conflict there is no growth or progress.’

A.N. Onymous

Always attribute the quote and add the complete reference, preferably to a bibliography, at the end of the book.

- **Quotation marks:** Unless direct speech these should be single quotation marks for emphasis and written quotes. It is ‘cleaner’ to use italics for emphasis. Double quotation marks for everything can make a page look ‘busy’ particularly in e-book formats. Reserve these for dialogue only. We prefer the use of single quotes only, with italics for emphasis.
- **One space not two after a full stop/period, exclamation mark or question mark.**
- **Space after a forward slash:** E.g., References/ Resources. When the draft manuscript is changed to pdf it makes justifying text easier without long unbroken sections of text. Space can be removed after pdf conversion.
- **Use of hyphens and em dashes:** Use a hyphen to join words e.g. life-long, and an em dash – with a space before and after breaks in the text – like this. An em dash is wider than a hyphen. Doing this makes justifying text easier without long unbroken sections of text.

- **Colon and semi-colon use:** Language continues to evolve and grammar rules are changing all the time. We prefer colons and semi-colons to be used sparingly, replaced by using other punctuation where possible. Why? Because as a publisher we think about how your book will look in print – as with quotation marks, too many colons and semi-colons can look ‘busy’ and distracting for the reader. This is particularly so in Kindle and e-book format.
- **Colour:** Most books will have black and white internals. Use of colour adds significantly to the cost of your book. You can use different tones of black and grey for images or to differentiate sections of text. This is known as greyscale.

Style – format

- **Bullet points:** Please use basic bullets in your manuscript. If you want something unique this will be done in consultation with your designer, who will have a comprehensive range of options to choose from or may design something special for you.

Main bullets should have a line space above and below BUT sub-bullets do not:

- **Bullet points with heading in bold** – followed by text.
 - sub-bullets are preceded by M dash
 - sub/sub-bullets
- **Next Bullet**

We like to see a subhead above bullets, then a line space, then a short introduction, then a line space and then the bullets, like this:

Doing bullets

Bullets are a great way to break up the text and make it easier for the reader to absorb a list of points or options:

- Such as this point
 - this subpoint
 - and this one
- This point
- And this one
 - but not this one
 - or this

Style – Text

- No dots with acronyms – so USA and Mr instead of U.S.A. and Mr
- But please use e.g. and i.e.
- DVDs, 1950s not DVD's, 1950's
- **Use exclamation points/marks sparingly!**
- Use double inverted commas for dialogue only, single for quotes and emphasis
- Capitals – strike a good balance – use capitals for organisations and institutions. No capitals for job titles – John is a marketing director
- Use italics to stress a really significant word
- Use italics for foreign words and phrases, and quotes
- Use italics for book titles, the names of films, TV programmes and names of magazines and newspapers
- Use single quotes for titles of articles ('How to beat procrastination' in *The Guardian*)
- Numbers one to nine in words, 10 and over in figures
- **Okay** not OK
- **And so on** not etc
- **For example** not e.g.
- **Expat** not ex-pat
- **No one** not no-one
- **Such as** not like
- Be consistent in spelling: E.g., Goodbye always, not a mix of good bye, good-bye and goodbye
- Temperatures in figures – 25°C
- Percentages – in a factual book use figures and symbols 2% 35%, in a memoir write number in full, twenty-five percent
- Qualifiers: Please avoid overuse of – that, very, really, quite, just, so, then, simply, actually, even and so on. They do not add meaning or value, and often reduce the impact of what you are trying to say
- Websites need to be underlined and begin with www, i.e., www.figt.org so that when your book is converted to Kindle or other e-book format the URLs will link automatically. Because underline is used for URLs we do not like to see this style used for other purposes, such as sub-headings.

Style – page numbers

Please number your pages. It makes it easier for everyone to follow and annotate.

Summertime and Springtime preferences

- **More on caps**
East Coast – when it is a place name or term, use capitals, otherwise not.
- **Punctuation**
Leaders have 3 dots with a space after.
... is acceptable
..... is not.

- **That or Which?**

We prefer the use of ‘that’ in most instances when describing things, although the use of ‘which’ is not incorrect. If in doubt use ‘that’. If you know it must be ‘which’ then use ‘which’. If you use ‘which’, nine times out of 10 it needs to follow a comma and a space.

- **Please use ‘that’ sparingly.**

If you have ‘that’ in a sentence more than once remove one or more instances to make the text more fluid, without losing meaning. Where a sentence flows without a ‘that’ there’s no need to use it.

An example:

I found that the success that I got from doing this was unbelievable.

Reads more smoothly as:

I found that the success I got from doing this was unbelievable .

But best of all:

I found the success I got from doing this was unbelievable.

- **Whilst or While? Amongst or Among?**

Both uses are correct but Summertime Publishing is a simple plain-English publisher. So please use among rather than amongst and while rather than whilst.

- **Spelling**

USA – We use *Merriam-Webster’s Dictionary* and follow *The Chicago Manual of Style* for text

UK – *Oxford English Dictionary/OED Modern Grammar*.

Case studies

Where case studies/stories are used please shade the text, using a title in bold regular text, italicised main text and author in bold regular font at the end. All text Times Roman 12 font. This is so the designer can spot the case studies easily and apply his/her style to them.

The benefits of exercise

I desperately wanted some control in my life and diet and exercise gave me that. In addition I felt physically, mentally and emotionally stronger.

Sally Drefus, American expat in Dubai

About the Author Page

This should be personal information about you and your background 150-200 words. We’d also like a hi-res (around 1MB) personal headshot photo.

Book reviews for the cover and internal page of your book

These should be a maximum of 50 words. If you can persuade your reviewers to write 25, all the better. Usually three to four reviews are used for the back cover. The more reviews the better. Those not used on the back cover will go on the first internal page of the book before the title page. Reviews may be longer than 50 words, but for the back cover will be edited to fit where appropriate with the longer version of the review included on the internal pages.

Reviewers should be approached as soon as possible. They will be sent a copy of the final Word manuscript before the design process in order to save time. Most reviewers expect three weeks to do this. Reviewers would normally be given a date for reviews to be returned and chased up when they are inevitably late! Give them examples if you can. We can supply them if this helps. Here's an example:

'Amazing read! Will buy one for every gnome I know.'

Jimmy Fisher, CEO, The Rod Company, www.rod.org.uk

What you can expect from us when we have edited your manuscript

Once we receive your complete manuscript in a single Word document we will edit it on screen using Track Changes so you can see what alterations we make. Please ensure you keep Track Changes on in Word for each edit. As you return each version of the text you need only append your initials to the file name. Version control will be managed by your editor.

Along with the revisions, we will add comments. These are deleted as they are resolved. At the end of the editing process the only comments left will be those for your designer.

Thank you,
Summertime Publishing and Springtime Books