



## SPP Author Briefing Guide

This is a brief guide to our editorial and design processes which are intended to ensure that your book appears in the best possible shape, free of errors and looking professional.

### 1. The manuscript

We ask all our authors to supply their copy as a Word file, using Word 2010 or later if possible. It will help to ensure consistency, if you could follow the guidelines below:

- Contents – If your book requires this, you can set it up using the auto format function in Word (found under the References tab). This will automatically update pages references as and when the pagination changes. If you are entering these manually, please remember that pages references will have to be updated once the format is finalised. It's always best to keep this as simple as possible.
- Chapter headings – Please start any new chapter on a new page, using a page break. See above re using auto format to ensure these link with the Contents. If you do not have a Contents page, this is unnecessary.
- References – If you make any references to other materials, whether published in print or online, there should be a reference to the source. Supplying these is the author's responsibility. It is very much easier if you can keep a log of any as you find them, rather than having to track back later. The normal form for a reference to a published work is title, author(s), publisher, date of publication, place of publication. For websites, you should provide a URL and date. For a detailed guide to this see: <http://libweb.anglia.ac.uk/referencing/harvard.htm>
- Footnotes – If your title requires these, you can use the auto function in Word (found under the References tab) so these are automatically updated as pagination changes. Again, if entered manually, they will have to be updated.
- Fonts – Please do not use unusual fonts, certainly none downloaded from the web as these will not be recognised and will corrupt on conversion. If you have specific requirements regarding fonts, please make this clear when you hand over your typescript. Otherwise, we will be happy to advise.
- Layout – Your book will be converted from Word to InDesign for layout purposes to give it a more professional look, so please don't try to format it in Word, i.e. don't use multiple fonts, complicated headings, indents or spacing. Just stick to a clear and simple layout – text ranged left, using a minimum of headings and sub-headings. Use single spaces after full stops. Use single quotation marks for both quotations and speech, unless you have speech/quotation within single quotes, then use double for these. If there are any essential features you want to appear or unusual setting (e.g. maths), please let us know in a separate note. Generally, the simpler the layout, the easier it is to get across your message.
- Paragraphs – These should follow the convention of published books i.e. shown by a new line, indented using the tab key (not spaces). Do not use line spaces between paragraphs.



## 2. File formats

When ready, your Word file will be converted to a PDF file for both digital printing and/or e-book conversion. To avoid any problems during this file conversion process, please follow the brief above.

We will produce e-book files in both *e-pub* and *mobi* formats, which will be compatible for Kindle (Amazon), Kobo (WH Smith), Nook (Barnes & Noble), and i-Book (Apple).

## 3. Prelims

These are the pages at the front, before the content of the book starts. Typically they will include:

- Half title – just has the book title.
- Title page – with the book title and author's name or pen name.
- Copyright page – we will provide the correct wording for this, plus issuing an ISBN (essential to have your book listed for supplying to bookshops, including on Amazon etc). It is also the place for any acknowledgements to other copyright materials (unless these are extensive when they may require a separate page) – see below.
- Dedication page – if you want one, this will be included here.
- Contents page – if required, not normally used for fiction.

## 4. Illustrations

Please supply any illustrations or diagrams as separate jpeg or tiff files. Indicate where these are to appear by numbering in sequence by chapter e.g. 1.1; 2.1 etc. Please don't use page numbers as these can easily change before the manuscript is finalised. Do double-check that the numbering on the illustrations is correct as this can cause confusion.

If your book is going to be printed, any illustration should be supplied at a minimum of 300dpi (dots per inch) to ensure it reproduces well and is not blurred or pixilated. See below re use of colour.

If your book is being released as an e-book, colour can be readily incorporated. However if it requires particularly high quality or complex colour reproduction then there may be cost implications, so please check with us first.

## 5. Colour

If your book is only being released as an e-book, there is no problem with using colour, but do bear in mind that many e-readers won't display colour. For printed editions, however, including colour does cost extra and we will advise you of this. It's worth thinking hard about whether the colour, especially in text, really adds much.

If your book is being printed in black only and you want to include illustrations or diagrams where the original is in colour, please check with us first. Sometimes, if the tones are too similar, they will



not reproduce well in single colour. If you can source or create good black and white originals, they will be better.

## **6. Copyright**

The copyright in your book remains with you. There is no need to register this in any way, it is an automatic right. However, any materials you quote from another source, whether published in print or online, legally require copyright clearance. Also any visuals or images, including advertising. It is the author's responsibility to track down copyright holders, ask for permission to use the material and pay any necessary fee. Normally a credit for this should appear in the book. Please be aware that some organisations may be very slow to respond to requests and some corporations and author estates routinely refuse permission for quotation, so please allow plenty of time for this process. The simplest solution is to avoid direct quotation wherever possible. In non-fiction books take particular care to avoid accidental plagiarism, which is all too easy if you are not meticulous in the way you write up your research notes.

## **7. Copy editing/proofreading**

We strongly recommend that all manuscripts accepted by the Self-Publishing Partnership undergo professional copy-editing/proofreading to ensure consistency in style and pick up any obvious errors, typos or lack of clarity. Authors remain responsible for any errors of fact. We employ a team of editors for this and they will return your manuscript to you, showing all the suggested changes (using Track Changes in Word) and raising any queries. You have the final say on whether to accept any change.

Once you have received your edited copy, please return it to the Managing Editor indicating clearly which changes you are happy to accept and answering any queries. It is advisable not to add extra text at this stage but, if you feel it is essential, please also indicate this by using Track Changes so we can pick this up easily.

To avoid time-consuming delays and introducing errors, we will limit the number of times the manuscript goes between author and editor to a maximum of two. Once all the changes have been agreed the editor will then implement these to ensure a clean and consistent final manuscript.

## **8. Indexing**

If your book requires an index, we can arrange this with a professional indexer. Obviously, this can't be done until the text is final and complete so it happens once all editorial changes have been agreed. You will be given an opportunity to see this.

## **9. Covers and blurbs**

Whilst the text is being worked on, the book cover design should also be underway. We offer a range of cover options from off-the-peg templates to bespoke design, which are subject to discussion. We will offer you a choice and final approval. For a bespoke design you will need to provide a Designer's Brief which would be a short summary of the book and any relevant supporting information.



You will also be required to provide cover copy, commonly known as the “blurb”, which is the short summary that would generally feature on the book cover. We are happy to advise on this and edit to create effective and succinct selling copy.