Submitting, checking and correcting your manuscript

Submitting your MS

Please send the whole of your text by email as a **single wordfile** if possible, and keep the formatting simple. Fancy fonts and elaborate layouts have no relevance at the editing stage. Illustrations, diagrams etc should be supplied separately.

Please make sure you have included **all the parts of the text** – appendices, foreword etc – as later additions will incur extra cost. Let us know if there is more to come.

If you are going to show your manuscript to someone else for comment or correction, please do this **before you submit it to us**.

Hard copy manuscripts

If your MS does not exist in electronic form (ie on a computer) , you are welcome to submit your book as a hard (paper) copy. Please keep a copy in case it is mislaid.

Clean, clear typescript (preferably not a photocopy) can be scanned to create a computer file for us to work from, but we often find this is impractical, particularly if the typescript has been heavily corrected by hand or the print is faint or fragmented. Even if the file can be scanned, the process usually introduces subtle errors which will necessitate a thorough check.

If we cannot scan the file successfully there is no option but to have your MS retyped. If it was written in longhand or on an old-fashioned typewriter, it will have to be retyped anyway. This is expensive, so you may prefer to have it typed up yourself and supplied to us electronically.

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The edited text (wordfile)

On completion, we will send you the edited manuscript for your approval, usually as an emailed word file. In most cases we will not show the changes we have made in editing as the result can be messy and hard to follow, and may mask errors of punctuation and spacing. However we may use Track Changes in Word to highlight the changes if the MS is relatively 'clean' and requires only minor amendments.

We will suggest a title (if you don't already have a good one), chapter headings, cover text etc at this stage, and invite you to add any further elements which seem appropriate, such as a foreword, dedication or acknowledgments. We will check and correct any apparent factual errors we notice such as spellings of place names, dates of historic events etc. Naturally we cannot check facts which are not in the public domain.

We will often add notes of points which need your attention – for example missing information, contradictions or apparent errors.

Now is the time to read carefully through and check that we have correctly edited, adapted and interpreted your material. You are bound to have a few afterthoughts – details you want to add, delete or change. That's all fine, and there is no extra cost unless they are very substantial. If you add substantial new material which requires our attention your amendments may incur an additional editing fee.

Please note that the formatting we use on the Word document we send you does not represent how the final book will appear. Don't worry about the sizes and positioning of headings, or issues such as a heading falling at the bottom of a page – this is just the manuscript, the finished book will look quite different.

Making changes and corrections

There are several ways of marking changes to the edited word document, but if you're working on a computer we suggest you make the changes direct to the document and then colour the lines you've changed (see the little box with a cap A underlined in red in the standard Word toolbar). Track Changes is all very well, but it can get very messy if we need to edit what you have changed, and once we press 'accept changes' we can no longer see your revisions.

We strongly suggest you mark all your amendments in one go, then send us the completed, amended document. If you keep having afterthoughts and sending us further notes of amendments or additions, it can quickly become very confusing.

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You may prefer to write your changes in longhand on a printed hard copy, or make a separate list with page references, but these methods are more likely to cause ambiguity and confusion. If you make your changes as a list, please quote the group of words where a change needs to be made. Giving us line and page references alone is not enough, because as we make additions or deletions the line positions and paging will change.

Please do not make changes to the text without showing them, as this can introduce errors without our knowledge. If we have to read right through the MS again we will have to charge extra – it can take several hours to check a long manuscript.

Once you have marked your changes please save the amended document with a filename that identifies this version of the draft (eg 'olivertwist 22.7.12') so that it cannot be confused with any other version (later versions should be identified by a new date). Then simply send us the new file. We will check the changes you have marked, make sure the affected passages still read OK, then pass the MS to the studio for design and typesetting.

Checking our artwork for the text (pdf file)

Once you have returned the text, we will incorporate your amendments and proceed to design and typography (if we are producing your book for you). You will then be sent (by email usually) an artwork file (pdf attachment).

The content of the typeset text should be exactly the same as the typescript you have approved. Nevertheless you should read it through and check that everything is present and correct. If you spot minor errors we will correct them free of charge, but if at this stage you wish to revise parts of the text or add material we will need to make a charge for the studio time incurred.

At this stage we will send you an 'author change form' for you to mark any changes you wish to make. This will enable you to enter page number, line number, old (wrong) text and new (correct) text for each change, so we can follow your requirements.

It tends to be easier to spot errors on a printed document than on the screen, so you may wish to print the proof off and read carefully through it. This will reduce the risk of your finding new errors when you see your proof (see below).

We're happy to correct minor mistakes or typographical errors free of charge, but if you make changes or additions to your material at this stage it is likely to change the pagination and layout of the book, so extra cost will be incurred.

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Proofreading

We will do our best to make sure there are no errors of typesetting, punctuation, spelling etc in the final text. However, it's impossible to guarantee that every little error will be spotted, particularly if the changes have been substantial. If you wish to have your MS double-checked for errors, we offer a proofreading service at extra cost.

Selecting, submitting and captioning images

We can reproduce most photographs, paintings, drawings and diagrams, but to give good results we need a good original. If you are taking photos for your book, shoot them at high resolution. If you are supplying previously-shot digital images, send us the original image (don't reduce the resolution). If the originals are photographic prints, please either send the prints (we will return them after scanning) or scan them at high resolution (300 dpi). Please don't send us an unsorted collection of pictures for us to

choose from – the choice is yours, so send us only those pictures you want to appear in the book. We'll tell you if we think some are not suitable.

Graphics, tables, diagrams etc should be supplied as separate files at maximum resolution. We often find we have to redraw graphics, which does incur extra cost. If you are preparing your own, please send us one or two samples for us to check before you go any further, in case we cannot use them as they stand.

Bear in mind that when a drawing or graphic is reduced to fit the page of a book, fine detail may disappear or become illegible. Large maps, family trees etc may not be reproducible at the size of a book page.

Please don't just send digital images with their existing filenames – please number them (in the filename, or if photo prints, written on the back) sequentially, eg Jackson 01, Jackson 02 etc, and supply us with a separate list (on a word document) of matching numbered captions. If possible please send us all the images together, as it is easy to lose track of individual emails and loose snapshots. We will return prints to you after use.

If there are not many pictures you may be able to email them as attachments to one or more emails. If the total is more than a few megabytes, please post them to us on a CD or memory stick, or preferably send them via a free file transfer service such as www.wetransfer.com – this is very quick and easy.

Normally we print photographs on sets of glossy picture pages, one or more sets depending on how many pictures there are. We can print the

photos on the text pages if this is important to you, but effectively this means we have to print the whole book as if it were in colour, which will add substantially to the cost.

The cover

Once we have the text and the images, we will design your cover (don't worry if there are no pictures, we will locate suitable illustrative material that reflects the content and title of the book). You may have your own ideas or requirements for this. We'll be happy to take these on board if practical, but we would ask you to bear in mind that book design is a specialist art and there are many technical and visual parameters which need to be taken into account. We will not publish a book with a cover that does not meet our professional design standards.

Once the design and typography are complete the book will go 'live' and we will list it on our website and on those of Amazon, Waterstones etc.

Your printed proof

When you have approved the text files and cover design, we will send you a printed loose proof. This will be exactly like the finished book except that the pages will be loose. The proof is your opportunity to make sure you are happy with the look and feel of the book and that all the elements are present (text, pictures, appendices etc).

If despite having checked and approved the electronic file you spot something on the printed proof which you want to change, we can still do this, but there may be a cost involved.

Once you have approved the proof we will proceed to printing and supplying the number of books you require. We strongly advise you to obtain all your copies from Memoirs and to advise your friends and contacts to do the same. The internet retailers use a simplified approach to printing to take account of economic factors and the need for a fast turnaround, and the quality can be disappointing. You'll also make more profit per copy on books supplied by us.

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