



Manuscript Preparation and Submission Guidelines

Dear Author,

Below are detailed instructions for preparing and submitting your manuscript, supporting materials, and cover information. Following these guidelines will help make the publishing process move swiftly and efficiently so we can get your book to market *fast*. On the other hand, any variation from these guidelines may require you to resubmit your manuscript and materials, causing delays.

If you have any questions about these guidelines or about self-publishing in general, or if you need help formatting your manuscript, we are happy to help. Please send us an email or call us toll free at 1-888-546-2111.

Thank You,
Bart Dahmer
Founder/CEO
Innovo Publishing, LLC
info@innovopublishing.com

1. Prepare and submit your manuscript.

Size: Minimum of 9,000 words. Your completed manuscript must be at least 9,000 words in length. That would be about a 48-page book. Note that our Children's Books and Color Books can be as few as 4 pages in length.

Format: Microsoft Word. We accept Microsoft Word files in both the older .doc extension or the newer .docx extension. Be aware that other word processing packages do not use the same file formats as Microsoft Word. If you use a different word processor, please use the "File/Save As" function to convert the manuscript file to Microsoft Word format (.doc or .docx). Special characters, end notes, or footnotes might not convert properly and will require that you correct them manually.

Font and Spacing: 12 pt. Garamond, Single-Spaced. We recommend you use the Garamond 12pt. font, as it presents a neat, professional appearance. Your manuscript should be single-spaced. Use double-spacing only to start a new section, paragraph, or chapter. Note that your finished Innovo book will be single spaced, as is customary with professional books, unless you provide special instructions that differ.

Chapter/Section Headings: Be consistent. Each chapter or section of your manuscript should be clearly labeled using a *consistent* model. For example, each chapter may start five lines from the top of a new page, with the title centered in 14pt. Garamond font; subtitles could be placed just beneath the title in 12pt. Garamond font. This model would then be used throughout the book to present a professional, consistent appearance.

Text Formats and Styles: Microsoft Word Only. Your manuscript may include all the black-and-white text format and styles *offered in Microsoft Word* such as bold, italic, and underscored text formats as well as bullets and non-English characters. Avoid using special characters and text symbols inserted as graphics. Color may be used only in the manuscript of a Color Book.

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Formatting “No-No’s”: Do not use columns in your work unless they are essential to the book’s design. Do not use hyphens to format word breaks. Do not use the “Enter” or “Return” keys to start a new line except to add desired white space between lines or to start a new paragraph, section, or chapter. Do not use the space bar to align text; instead, use the “Tab” key or Microsoft Word’s formatting tools to indent, align, and position text.

Sources and Citations: Original sources should be cited using embedded text citations (APA style recommended). Endnotes are also acceptable, but footnotes should *not* be used. All references should be entered manually—not with Microsoft Word’s automatic endnote function.

Free Editorial Review and Sample Edit: At this point, you are at a great place to use our online form to upload your manuscript and let the publishing experts at Innovo provide you with a free critique and sample edit. Go to <http://www.innovopublishing.com/Free-Manuscript-Critique.html>.

Proofreading and Editing: Even world-famous authors seek help with editing and reviewing their books. Read a few acknowledgment pages, and you will see famous authors thanking their editors and researchers for making their manuscripts better. Innovo is delighted to offer professional editing services, but whether you select our editing services or select another—securing professional editing is one of the best investments an author can make, and it is a great way to set your work apart from the rest. <http://www.innovopublishing.com/PrePublishing-Offerings.html>

2. Prepare the content and order of your “front matter”.

All book-related information such as Dedications, Table of Contents, Copyright Pages, etc. (commonly called “front matter”) must be submitted, along with—and at the same time as—the manuscript, in a single Word document, and should be arranged in the order you intend for them to appear in the finished book. Various components are listed below in the order most widely accepted as standard.

Excerpt & Review Page: This page is optional, but if you choose to include it, it will be the first page of your book. An excerpt, usually a self-supporting selection taken directly from the manuscript, may be included to allow an interested reader to sample the book. Or you may consider including an editorial review or a few brief quotes / statements of praise by people who have read the book.

Title Page: In the absence of an Excerpt & Review page, the Title Page will normally be the first page of your front matter. This page is required, and it should contain the book’s complete title and subtitle (if your book has a subtitle). Your name should be placed below the title / subtitle (using “Written by...”). Note that the book title and author’s name will appear on the book’s cover exactly as it is written on the Title Page. For example, if you use initials for the author’s name on the Title Page—such as *J. B. Jones*, then *J. B. Jones* would also be used on the book’s cover.

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Copyright Page: This page is required, and it must contain a copyright notice using the following format (with blanks filled in):

Copyright © ____ (year) by _____ (author name).
All Rights Reserved.

In addition, if you use Bible quotations, you should insert the following notice on your copyright page (with the blanks filled in):

Biblical quotes are from the _____ version of the Bible.
Copyright © ____ (fill in the year) by _____ (publisher's name).

This reference information may be found in the front matter of the Bible you used for quotations. Innoovo Publishing will insert additional information on the Copyright Page regarding the publisher, ISBN numbers, and other required information.

Dedication Page: A Dedication Page is optional, added at the discretion of the author.

Acknowledgments Page: The Acknowledgments Page is also optional.

Table of Contents: Page numbers within the Table of Contents (if your book includes one) will be assigned electronically once your manuscript is in its final, print-ready format. Author is responsible for ensuring accuracy of the Table of Contents in the book's final version.

3. Prepare the content and order of other supporting information.

You may choose to include any or all of these components in the back of your book: **Index, Glossary, Appendices, Afterword, Author Bio.**

This information must be submitted as part of your manuscript and as part of a single Word file that includes all front matter, the body of your text, and additional supporting information. Please ensure that these are arranged in the order you wish for them to appear in your finished book. Author is responsible for ensuring accuracy of content. Note that page numbers will likely change in accordance with the final, print-ready version of the book.

4. Choose and prepare graphics and images (optional).

What is a graphic? Graphics include, but are not limited to pictures, drawings, illustrations, clip art, photographs, tables, text boxes, diagrams, and charts. In electronic format, graphic files often have the following extensions: tiff, jpeg, png, jpg, gif, bmp (along with many others).

How many graphics can I include in my book? The number of graphics that may be included varies by type of book selected, but as a rule of thumb, up to about 55 black-and-white graphics may be included inside Innoovo's paperback and hardback books.

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How will my graphics and images look in the final product? That depends on the quality of the images/graphics you provide. If their resolution is *300 dpi or better* and they are not blurry, fuzzy, or otherwise degraded, the final printed version will be of excellent quality; however, if the images and graphics you provide have imperfections, those imperfections will be reflected as lower print quality in the final printed version.

Will my graphics and images appear exactly as I place or reference them in my book? Not necessarily. While we will work to preserve the general order and position, the placement and appearance of your graphics and images may vary according to the formatting required, book trim size selected, and a number of other issues. Graphics and images must fit on a single page of your book—they cannot be printed across more than one page.

Can I have text included on my graphics or images? Yes—and as a general rule, one should try to ensure the font/point size used is 12pt. or greater to ensure professional appearance when your book is printed, although there are exceptions to this general rule and smaller fonts can be printed with good results.

How should I label/name my graphic/image files? Label your graphic files based on the order you want them to appear in your manuscript and based on content. For example, if the first graphic you want in your manuscript is a picture of a house, the graphic file could be named “01_House”. If the second picture is of a windmill, it could be named “02_Windmill”. The number should represent the order in which the graphic will appear in your book while the name should reflect the graphic content. The same file names should be referenced in your manuscript (see graphics placement FAQ below) so Innoovo can match your graphic to its intended placement in your manuscript (assuming it is not embedded).

How do I indicate where a graphic should be placed in my book? There are two approaches. In most cases, you may place the graphics/images in the manuscript yourself, or you can place a reference (i.e., instructions) in the manuscript and Innoovo will place the graphics as you indicate. However, you must place all charts and graphs you create within Microsoft Word into the body of your manuscript yourself; Innoovo cannot place these for you.

If you want Innoovo to place a graphic into your manuscript, place the following reference in your manuscript: ****[Graphic #X; Graphic_Name]** where “#X” is replaced with your graphic’s actual number and “Graphic_Name” is replaced with your graphic’s actual name.

(Note that the asterisks are to be included as part of the reference and that all graphics should be numbered in sequential order as referenced in your manuscript. Make sure that the graphic reference number and name in your manuscript match the graphic reference number and name for your graphic file.)

How do I handle captions for my graphics? All captions for graphics should be included in the manuscript just beneath the graphic reference using the following caption reference: ****[Graphic #X; Caption_Information]**, where “#X” is replaced with the graphic number to which the caption pertains and “Caption_Information” is replaced with the actual caption for that graphic. Note that if a graphic does not have a caption, the caption reference should still be included and “NO Caption” should be used to replace “Caption_Information.” You may also place graphics and graphic captions directly in your manuscript (see details below).

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Can I place graphics or images directly into my manuscript? Yes, you can. However, with the exception of graphs and charts that you create using Microsoft Word, you do not have to. (See notes/FAQs above about how to have Innoovo place your graphics or images for you.) In addition, if you do place graphics directly into your manuscript, their exact placement may be rearranged as Innoovo formats the interior of your book so that it will print properly. Note that you must still submit your graphics in separate files outside your manuscript using the naming/labeling conventions noted even if you have them embedded in your manuscript. This allows Innoovo to address any additional graphic formatting/resizing issues without delays to the publishing process.

Does it take longer to format books with graphics/images? As a rule of thumb, yes. Depending on how many images and graphics need to be scanned, placed and/or adjusted, the process may take longer.

Can graphics or images be in color? Black-and-white graphics are typically used for novels and trade books; full-color graphics and images are used for our Color Books and Children's Books. Color graphics may be used on the covers of all Innoovo books.

Is there an additional charge to include graphics in my book? Each graphic we scan for you costs \$25, while each graphic you submit electronically costs \$15. Please note that these prices are subject to change without notification.

5. Know the answer to these questions.

What size book would you like to publish? Innoovo's finished paperback and hardback books may contain between 40 and 500 pages, although colorbooks can have as few as 4 pages. Use the chart below to confirm whether your book will fall within the 40- to 500-page guideline. (These calculations assume single-spacing and 12pt. font.)

- For 5 x 8 trim size, manuscript must not exceed about 145,000 to 150,000 words.
- For 5.5 x 8.5 trim size, manuscript must not exceed about 175,000 to 180,000 words. **Most popular*
- For 6 x 9 trim size, manuscript must not exceed about 205,000 to 210,000 words.
- For 7 x 10 trim size, manuscript must not exceed about 250,000 to 255,000 words.
- For 8.25 x 11 trim size, manuscript must not exceed about 295,000 to 300,000 words.

Which type(s) of book would you like to publish? Innoovo offers Paperback and Hardback Books, Children's Books, Color Books, Audio Books, eBooks, and iPhone App Books.

What type of binding would you like for your physical book(s)? Innoovo offers casebound and dustjacketed Hardback Books and perfect bound and saddle stitched Paperback Books.

What type of digital formats would you like for your Audio Books or eBooks? Our professionally narrated Audio Books are offered in Audio CD format and in the newer MP3 CD format. eBooks are professionally formatted and offered in six popular formats: Amazon Kindle, Adobe Digital, ePub, Microsoft LIT, and Palm format. Our newest offering is the iPhone App Book, with an estimated customer base of several million.

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What distribution coverage would you like for your publication? Innoovo Publishing offers North American and/or international distribution for physical books and global distribution / downloads for Audio Books, eBooks, and iPhone App Books.

What retail price do you want to charge for your book? Unlike most publishers, the retail price of your book may be set at any price you select so long as it covers the cost of your book. However, you should research how similar books are priced to be competitive. Also remember that your royalties are based on net receipts from the wholesale price—not the retail price.

What wholesale discount will you offer retailers? Allowing authors to set their wholesale price is another huge benefit to Innoovo Authors as most competitors will not allow this option. The wholesale discount must be between 25% and 55% to be included in our distribution network. The normal “trade discount” is 55%. The higher the discount, the more resellers / retailers are likely to pick up or offer your book to their consumers; however, the higher the discount, the lower will be your royalties on each individual book (as your royalties are based on the wholesale price minus the cost of printing, shipping, handling. Remember, your wholesale price must cover the cost of the book.)

6. Submit your manuscript and all supporting documents.

REQUIRED FORMS & PAYMENT (Forms are downloadable from web site, or may be emailed to you):

Author Information & Book Specifications Form. This form is used to indicate your preferences regarding your book as well as information that will ensure effective communication and collaboration between Innoovo and you.

Author Services Agreement. Information collected on this form, including your Social Security Number or Federal Tax ID, will be kept confidential. It is required so that we may report royalties and make proper regulatory filings.

Submit Payment. At your request, Innoovo will send you an electronic (PayPal) invoice, allowing you to submit payment with a credit card or debit card. We also accept checks or money orders.

INSIDE (BOOKBLOCK) FILES:

Your entire **manuscript**—including front matter, body of text, and any supporting information that goes in the back of the book must be submitted as a single Microsoft Word File.

To submit **graphics**, we offer several options: you may send hardcopies of your graphics/images for Innoovo to scan; you may upload your images using our website; or you may send your graphics/images to us on disk or CD. Graphics should be submitted in electronic files that are separate from your manuscript file (regardless of whether the graphics are included in the body of the manuscript).

OUTSIDE (COVER) FILES:

Book Blurb. A 150-word or less “blurb” that describes your book. This copy will be used on your book cover as well as other applicable promotional material. It is required at the time you submit your manuscript and should be edited and proofed prior to submission. (If you purchase Innoovo’s Proofing and Editing Services, reviewing your Book Blurb and Author Bio is included in that charge.)

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OUTSIDE (COVER) FILES *continued*:

Author Bio. This is a 150-word or less biography that will be used on the back cover, along with your “Book Blurb” and Author Photo. (If you purchase Innovvo’s Proofing and Editing Services, reviewing your Book Blurb and Author Bio is included in that charge.)

Author Photo. You may choose to provide a 2” x 2” black-and-white or full-color photo in .jpg format at 300 dpi or better. This photograph, if provided, will be used on your back cover.

Other Graphics. Submit any other graphics that are to be included on your book cover. Please note that our Innovvo Packages include a full-color, custom book cover provided by our talented design team.

Common Mistakes That Cause Delays In Publishing Your Book:

- **Making edits or adding content after submission.** Once you submit your manuscript and other materials, making changes or altering them will usually result in delays to publishing your book and may result in additional costs depending on the changes.
- **Including the book cover and/or related materials in your manuscript.** Do not include your back cover images (i.e., pictures you want on your book cover) or book cover material (i.e., the book summary, author biography, review) inside the manuscript that you submit to Innovvo Publishing. All of the content within your manuscript will be published as part of the book’s interior—called the bookblock. Be sure to submit any cover graphics, images, and other cover information you may have in separate files as part of your original submission.