

# CHECK LIST

## Sending Your Manuscript for Layout

### Book – Text Document

- The final version of your manuscript, in order, edited and proofread, along with the following in one document (.doc, .docx):
  - Dedication, if any.
  - Acknowledgements, if any.
  - Exact names and credits for copyright page
  - Any specific requests for style or set up.
- Any photos or illustrations in a separate folder. Name images in the order they appear in the book (01.jpg, 02.jpg) and note that in the manuscript. (eg: Place image 01.jpg here.) JPG or TIFF format, 300 ppi, CMYK or greyscale.

### Cover – Image and Text

- Photo or illustration for the front cover, high resolution, as TIFF or JPG.
- Any photos for the back cover, especially an author photo.
- In one text document (.doc or .docx), the following:
  - Exact title and author's name for the cover and spine.
  - Tag line to promote the book, around 10 words, if desired.
  - About the author, around 200 words.
  - About the book, around 200 words.
  - Any ideas for what the cover should look like for style.

### For Revisions:

- Send revisions listed in order by page number and paragraph number. List what the text is now, and what it should be, and a brief note about the change. Example:

Page 23, para 2, “he siad to her”, change to “he said to her”, correct spelling of “said”.

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### How to Send Files:

Less than 5 MB: **email** attachments to [graphics@firstchoicebooks.ca](mailto:graphics@firstchoicebooks.ca)

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