

# ▶ CHECK LIST – SENDING FILES FOR LAYOUT + DESIGN BY FIRST CHOICE BOOKS

---

## Book – Text Document and any images

- ▶ The final version of your manuscript, in order, edited and proofread, along with the following in one Word document (.doc, .docx):
  - ▶ Dedication, if any.
  - ▶ Acknowledgements, if any.
  - ▶ Exact names and credits for copyright page
  - ▶ All parts of the book, including front and end matter, in order
  - ▶ Any footnotes, endnotes, or index.
  - ▶ 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) Images can be JPGs, TIFFs, or EPS, 300 ppi, CMYK, RGB, or grayscale.
- ▶ Include notes in the manuscript for image placement and any captions. Example: Image 01.jpg, caption: Elizabeth & Fitzwilliam, wedding day, 1804. Do not place the images themselves in the document.

## Cover – Images and Text

- ▶ Photo or illustration for the front cover, high resolution, as TIFF or JPG. You must have copyright permission for commercial use.
- ▶ 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, less than 10 words, if desired.
  - ▶ About the author, around 100-150 words.
  - ▶ About the book, around 100-150 words.
  - ▶ Any ideas for what the cover should look like for style.

## How to Send Files

1-3 files, less than 5 MB: **email** attachments to [graphics@firstchoicebooks.ca](mailto:graphics@firstchoicebooks.ca)

3+ files, over 5 MB: **file transfer** (wetransfer.com) to [graphics@firstchoicebooks.ca](mailto:graphics@firstchoicebooks.ca)

Many large files: we can create a **Dropbox folder** for you.

Please request a folder by emailing: [graphics@firstchoicebooks.ca](mailto:graphics@firstchoicebooks.ca)