

Manuscript Submission Guidelines

If you have already laid out your manuscript and it is not according to the guidelines below, please contact us. We may be able to receive your manuscript in its present form. Especially if your book is already in Pagemaker or InDesign, we would not want you to remove your formatting. If you have numerous illustrations already in place, and reformatting would be a problem, we are flexible.

1. Make sure your book is in agreement with our our statement of faith.
2. Fill out this general information form.
3. Send your manuscript on disk or CD according to the following specifications. *Do not send your manuscript via email.*
 - It must be in one of the following file formats:
 - ➔ MS Word (DOC)
 - ➔ Rich Text Format (RTF)
 - ➔ Adobe Pagemaker
 - ➔ Adobe InDesign.
 - Please use 12 point black type and preferably Times New Roman font.
 - It must be single spaced with no more than a single space between paragraphs.
 - Between chapters, we ask that you place five returns and that you capitalize and center chapter titles.
 - For subheadings, use bold type and left or center alignment. All subheadings should be in title case (the first letter of each word capitalized, excluding articles).
 - Be sure to include your Table of Contents and all preliminary pages and sections (Title page, Dedication page, Foreword, Endorsements, etc).
 - Include a separate file containing statements that you want included on the cover (book explanation, endorsements, biographical statements, etc.)
 - Place any suggestions or instructions that are not part of the book in GREEN type.
Note: we may not be able to honor all requests.
 - Please send COPIES of any inserts, graphs or pictures you want included, with clear placement instructions and captions (if applicable). Do NOT send your ORIGINALS.
 - Use **endnotes**, not footnotes, for citing quoted works or added thoughts.
4. Along with your disk or CD, send us a printed hard copy according to the following specifications:
 - 1” margins on 8.5 x 11” white paper.
 - Put page numbers in upper or lower right hand corner.
 - Use only black type for the book text, **according to specifications mentioned above.**
 - Place any suggestions or instructions that are not part of the book in GREEN type.
Note: we may not be able to honor all requests.
 - This copy should be single spaced. If we approve the manuscript, we may ask for a double spaced copy for editing purposes.
 - Be sure to include the statements you want included on the cover (book explanation, endorsements, biographical statements, etc.)
5. Once properly formatted, please send all materials, along with a check/money order for \$30 to:

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We can only return manuscripts if you include pre-addressed packaging with postage applied.