



Publishing Pre-Staging:

Things You Can Do To Get Ready For The Publishing Process

Manuscript Readiness

Typography

- All double spaces between sentences are reduced to a single space only. (The double space was taught to compensate for the letter structure of the typewriter.)
- You have used proper (curvy) single and double quotes, not prime (straight) marks.
- You have eliminated all instances of hitting the tab key. Documents formatted this way will be rejected.
- You have eliminated all instances of more than one hard return (hitting the Enter key) in a row
- All instances of use of a dash for the word to (for example, 5–10) is an en dash with no spaces
- All instances of the use of a dash for a pause in the story (for example, my friends – Alan and Sarah – spent the evening) are either an em dash with no spaces or an en dash with spaces on either side
- All instances of ellipses are properly inserted ellipsis and not three periods
- All block spacing between paragraphs is achieved through styles, not a hard return (hitting the Enter key an extra time or two)

If you're not sure about what some of these things mean or how to go about fixing them, Dome Tree offers all typography fixes for free when contracted to prepare the files for print and/or ebook.

Grammar

There are many grammatical corrections, but here are a few of the most common and perhaps irksome ones.

- You have eliminated the use of *was* and *have/has* as much as possible (I was running to the store becomes I ran to the store; He has read the terms becomes He read the terms)
- You've used the correct word (It's or Its, there or their, whether or weather, loose or lose, your or you're, affect or effect). These type of errors leave you looking like an amateur
- You've not used an apostrophe improperly. It is only used in contractions (can't, don't) and to indicate possessiveness (Sam's house, Jenna's car). It does not belong in plurals (The 60s belonged to the hippies is correct, 60's would not be correct)
- You've started each bullet in a list with the same part of speech (for example, this list all starts with you have or you've. You can start with a verb – just be consistent.)
- You've used i.e. correctly, i.e. only when you mean *in other words* (this sentence is a proper use of i.e.)
- You've used e.g. correctly – when you mean *for example*. (She sang several hymns e.g. The Old Rugged



Cross, Amazing Grace.)

- You've not used could of, should of, or would of (either use could have or could've, should have or should've, would have or would've)
- You've eliminated all unnecessary words
- You've capitalized Mom and Dad, but not my mom and my dad (capitalize when referring to a specific person, but not when it's preceded by my, your or any other possessive adjective, not when preceded by a or the, or if you are referring to moms and dads in general)
- You've made sure to use who, not that, when referring to a person (Janet is the one who contacted the mayor)
- You have a professionally edited manuscript in Microsoft Word format ready to go. It is a really good idea to have a professional edit your work. They are specifically trained to make your book more readable, yet retain your voice. This ensures reading your book is an enjoyable experience and not work.

Copyright Items

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Peripheral Readiness

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Print Book Readiness

- You have decided whether you want white or cream coloured paper for the interior
- You have decided on the trim size (the dimensions of your book, chosen from standard options offered by printer(s))
- You have decided on the cover type (glossy or matte)

We can provide guidance in making these decisions if you are unsure what options to choose.

Image Readiness

- If providing images, all the images meet the resolution and quality requirements, you have acquired the necessary copyright permissions, and you have the original image
- If providing illustrations/drawings, they meet the resolution and quality requirements, you have acquired the necessary copyright permissions, and you have the originals



Next Steps

So you have done all the preparatory work. Now what?

This means both you and your manuscript are ready to be prepped for print and for ebook (including kindle). These each require quite different file formats and outputs. This is the part that most authors choose to outsource to people with skills and experience in this area. There are particular and stringent requirements on the output files to be accepted by the online retailers. Most authors don't have the time nor inclination to learn all the requirements and how to successfully meet those conditions. That's where Dome Tree Publishing Services comes in.

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