

Manuscript Preparation

Boson Books

Editing

When we request that a book manuscript be sent to us to read and consider for publication, we expect to receive an author's very best possible presentation. If your mechanics are shaky, please have a competent editor go over your manuscript before you send it to us.

If we come to a contract agreement for publishing your important work, then the comments below are for your use in submitting the final manuscript.

We have a hard time setting a production schedule that we can adhere to because manuscripts are in such poor condition that delays quickly pile up and those add not weeks, but months to the length of time to publication. Editing a book manuscript can be like weeding: an editor pulls up the obvious problems only to reveal a myriad of others, the kind that are hard to dig out.

Please note above the use of the adjective *competent* in front of editor. We find that a competent editor is an editor with a deep experience with the written language, someone who has read extensively for a lifetime and who has trained at an advanced level in the practice of the written language. When we sit down to work with your manuscript, we are prepared to edit for typos and the occasional infelicities that creep into any long written work. This is considered light editing and it goes rather quickly.

Manuscript conditions that we consider virtually unforgiveable are misspellings, inconsistent spellings of proper names, especially characters' names, and misuse of quotation marks, commas, and periods. If you want your book to join the published written language, then please learn that language and apply it to your book.

Putting your best foot forward is something we want writers to do and we wonder why we receive such editorially time-consuming copy. Editing is expensive, and the expense is directly related to the time required to edit a manuscript. We're not self-publishers—we don't charge for editing time, or for formatting and conversions, or for print and proofing costs; therefore, we expect each book to earn a return on our investment. Some do, some earn more than costs and float the books that don't earn back their editing and publishing costs.

Software Settings

Here are our recommendations—after editing—for manuscript preparation:

We start by setting the formatting palette found under Format, Styles and Formatting on a PC. On a Mac, the formatting settings are accessed through the toolbox icon or under Format, using the variety of submenus. These are the basic, underlying settings for a document. If these are faulty, they can cause costly operations right through the conversions for ebook formats and print format requirements. When a conversion process doesn't work, we then have to find the problem, and most times the cause is hidden in the basic format settings.

Set Normal to Minion Pro 12 point, if you have that font. Times New Roman is OK too.

Single space

Left justify

Paragraph or first line indents are 1/4 inch or 0.25

Set widow and orphan control

- If you have any words marked with diacritical marks, please give us a separate list of those.
- Delete section breaks, if any show up. Do not put any section breaks into the ms.
- Delete tabs and space bar indentions. Use the ruler, if needed, to set first line indentions at 0.25 as stated above. Use the ruler to set any other types of indentions.
- If you want to use tables, we'll discuss with you how to present tables. Don't put them into your manuscript. Give them to us separately.
- Let us know if you have footnotes or superscripts and give us a list of those separately.
- Create one space and one space only between words, sentences, after colons, and so on. The ms. shouldn't have more than one space between elements.

Please add a manual page break before the beginning of each chapter.

For chapter titles, include the word chapter followed by an Arabic numeral: Chapter 1.

Please place 3 asterisks between scene/time breaks. That will make breaks clear to the reader who is using a handheld electronic reader.

The first line after a scene/time break is set at left 0.

Please do not put in headers, footers, or page numbers. We'll do that.

Ditto: Table of Contents. We will code it in. Send the TOC to us, of course, along with your other front matter such as dedication and acknowledgments.

Spell and Grammar check as a final run-through.

Send us the book file in MS Word. Also, please create a PDF file and send that to us so that we will have a reference as to page breaks and other aspects of our publishing file creation.

Please send :

- your idea of the book's description
- your headshot
- your bio for inclusion in publishing and at the web site we will create for you
- cover art: front cover height is 680 pixels, same aspect as print cover; jpeg compression at maximum quality
- cover art releases
- list of key words
- BISAC codes if you know them

Some of these aspects of manuscript preparation may be beyond your ability to work with the software on your computer. You know that we will do what you don't. We want you

to consult with us regarding any questions that will undoubtedly come up as you prepare your book to send to us.

Marketing

The books Boson publishes are marketed through the website we provide for each book and through a list of distributors, both wholesale and retail. In addition to constant global exposure, each distribution entity has an audience it markets to.

A key to sales for writers who are unknown and especially to first-time writers of fiction is the writer's personal effort to reach his or her known, local audience. Readings by a writer can be set up in bookstores and libraries whether the book is an ebook or a print book.

Interactive sites on the Internet, such as Facebook, also are places for a writer to begin personally branding his or her name and titles. Henry Hutton at PublishandSell.com is available on a fee basis to help you launch your marketing and branding activities. Or use the information in Kristin Kirkland's book ***The Writer's Guide to Self-Marketing Using Social Networking Sites*** - *Instructions on how to market your book using Facebook, Twitter, LinkedIn, and Blogger*. Kirkland provides her book free to all Boson authors.

Make a short slide show or video to post on Facebook or YouTube and give us the link to place on your website in the Boson Books system. Examples of simple slide shows can be found on our Submission Information page.

Create a website or a blog for reaching the readers in your field of expertise—your base of knowledge from which you have written your books, either fiction or nonfiction. Ask readers of your books to post reviews on retail distribution sites. The Internet can be deployed without leaving your chair.

Please don't ever hesitate to send your ideas and questions to us. Make us your sounding board. We'd love to help your promotional effort.

Thank you,

The Publishers

Boson Books

A GOOD BOOK NOW!