



Publishing Nonfiction Books on Spirituality

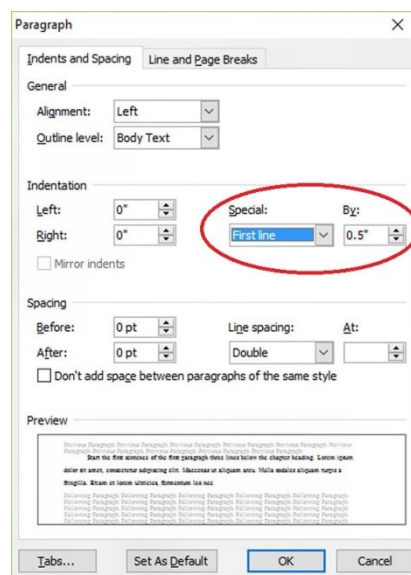
benebell wen

MODULE 3 TRADITIONAL PUBLISHING

Sample Manuscript Submission in Standard Format

The following sample gives a generalized view of how to format your manuscript when submitting nonfiction to traditional publishers. Of course your format can be a subtle variation from what is shown here and you'll be fine. However, I would recommend not deviating too much from what publishers and editors are used to seeing. Thus, consider the following:

- Use a typeface like Courier or Times New Roman. Please refrain from using a fancy, ornate cursive font or Comic Sans. Use font size 12 for the text.
- Use paper size 8.5" x 11.0", portrait orientation, with 1.0" margins on all four sides. Double-space the paragraphs.
- Do not manually hit the "Tab" button to indent new paragraphs. Instead, set the "Paragraph" function in the word processor to automatically indent new paragraphs by 0.5". See below.



- The first line of the first paragraph for each chapter is not indented.
- The first line of the first paragraph underneath each new sub-heading is not indented.
- Illustration specifications will vary between publishers, so you must confirm with each publisher that you submit to. However, in general, leave image files out of the manuscript and instead, use a call-out indicating the name of the image file that is to appear in that space. Then make sure the actual image file is given the same name for ease of referencing. Call-outs will be explained in the sample manuscript pages.
- Captions for illustrations, diagrams, images, or photographs go below the figure.
- Some publishers may ask that you also leave out tables and charts from the manuscript and again, use call-outs to indicate where the tables should go. Other publishers allow tables and charts to appear in-text in your manuscript. Get clear instructions from the publisher about its preferences and then follow those preferences. When in doubt, leave the tables in-text as you see in the sample manuscript pages, but be willing to replace them with call-outs if and when requested by the publisher.
- Titles for tables and charts go above the table.
- Include a cover page.
- Numbering your pages is a requirement. Do not submit a manuscript with unnumbered pages.
- If you are submitting your manuscript digitally, submit a single file for the entire book. Do not submit each chapter as a separate document file.
- Submit your image files as a separate zip folder. Make sure image files are named in a way that will be easy to cross-reference with the call-outs. For example, if the figure caption is “Figure 2.1. The yin and the yang,” then the image filename should be along the lines of “Figure 2.1 The yin and the yang.jpg.”
- Above all, remember this: your writing should stand out, not your text formatting.



Sample Title Page

Agent Name
Agency Name
Address Line 1
Address Line 2
Telephone
E-mail Address

 If you don't have an agent representing you, then leave this section blank.

TITLE OF YOUR BOOK CENTERED AND IN ALL-CAPS

By Author Name or Pen Name

Approx. 85,000 words


Include the approximate word count.

Your Real/Legal Name
Address Line 1
Address Line 2
Telephone
E-mail Address
Website URL

Sample Table of Contents

CONTENTS

List of Figures (if any)



List of Tables (if any)

No need to include “front matter” when submitting to a traditional publisher. However, *do* include a list of figures or a list of tables, as applicable.

1. Title of First Chapter

Level 2 Sub-Heading 1

Level 2 Sub-Heading 2

2. Title of Second Chapter

Level 2 Sub-Heading 1



Level 3 Sub-Heading 1

Level 3 Sub-Heading 2

Level 3 Sub-Heading 3

Level 2 Sub-Heading 2

Level 3 Sub-Heading 1

Level 3 Sub-Heading 2

Level 2 Sub-Heading 3

3. Title of Third Chapter

4. Title of Fourth Chapter

(Etc.)

Glossary (if any)

Appendix A. Title of First Appendix (if any)

Appendix B. Title of Second Appendix (if any)

Appendix C. Title of Third Appendix (if any)

(Etc.)

Sample First Page

Begin the chapter heading about one-third from the top of the page.

No indentation for first sentence of first paragraph.

Do not use a manual indentation.

Set the word processor to an automatic "First Line" indentation by 0.5 inches.

Double-space your manuscript. Use 1.0 inch margins on all four sides.



CHAPTER 1

TITLE OF FIRST CHAPTER

Start the first sentence of the first paragraph three lines below the chapter heading. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas ut aliquam arcu. Nulla sodales aliquam turpis a fringilla. Etiam et lorem ultricies, fermentum leo nec, semper metus. Vivamus feugiat risus eget ullamcorper consectetur. Phasellus porttitor dui non elit dictum, sed ornare metus molestie. Sed accumsan nisl nec varius maximus. Praesent vitae velit dolor. Etiam pharetra hendrerit blandit. Quisque auctor, tellus sed pharetra elementum, felis enim ultricies turpis, ac rhoncus orci ligula ultrices odio. Cras rutrum congue lacus non cursus. Nulla accumsan ultrices condimentum. Duis porttitor tempus nulla, id ultrices justo tempus eu. Maecenas ornare tempor lacinia. Aliquam vitae tellus hendrerit, consequat ante in, lobortis lacus.

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Sample Second Page and Subsequent Pages

Name / BOOK TITLE / Page 2



Page numbering goes in the header, right-indented as follows:
Author Last Name / BOOK TITLE / Page #
Example. Wen / HOLISTIC TAROT / Page 5

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Sub-headings

Name / BOOK TITLE / Page 13

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Sub-Heading 1

Skip a line above and below the sub-heading. *Optional: Set the heading in boldface or format it into larger size font.*

Do not indent the first sentence of the first paragraph below the sub-heading. Maecenas tempus augue non malesuada mollis. Integer nisl nulla, ultricies sit amet risus in, feugiat venenatis felis. Donec maximus, ipsum ac volutpat mattis, magna nunc tincidunt lorem, eget pulvinar lacus lacus et dolor. Cras ut accumsan dolor. Suspendisse et luctus risus, dapibus faucibus enim. Curabitur placerat augue id orci hendrerit consectetur. Nullam at nunc eget felis venenatis euismod. Integer sed odio fermentum, consequat est at, mattis risus. Aliquam ultricies diam justo, eu tincidunt odio volutpat ac.

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Begin each chapter on a new page.



CHAPTER 2

TITLE OF SECOND CHAPTER

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Referencing a figure in-text

Name / BOOK TITLE / Page 98

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<~Insert image **Figure 2.1** here.~>

Figure 2.1. Write out caption for the figure.

Typically, captions to figures (diagrams, photographs, illustrations, images) appear below the figure. The line “<~Insert image **Name of Image** File here.~>” is a call-out. Do not insert your image files into the manuscript. Instead, provide all image files in a separate folder to be submitted to the publisher. In the manuscript, use call-outs to indicate where figures should go. I’ll also note call-outs in a different colored font, such as blue. Maecenas tempus augue non malesuada mollis. Integer nisl nulla, ultricies sit amet risus in, feugiat venenatis felis. Donec maximus, ipsum ac volutpat mattis, magna nunc tincidunt lorem, eget pulvinar lacus lacus et dolor. Cras ut accumsan dolor. Suspendisse et luctus risus, dapibus faucibus enim. Curabitur placerat augue id orci hendrerit consectetur. Nullam at nunc eget felis venenatis euismod. Integer sed odio fermentum, consequat est at, mattis risus. Aliquam ultricies diam justo, eu tincidunt odio volutpat ac. Suspendisse interdum in erat ut finibus. Fusce dapibus nec dolor non luctus. Suspendisse scelerisque euismod tellus volutpat ultrices. Nam sollicitudin, felis ullamcorper consequat interdum, mauris ligula rutrum est, feugiat aliquet ipsum eros et dui.

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Referencing a table in-text

Name / BOOK TITLE / Page 98

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Table 2.1. Creation and Transmutation of the Wu Xing

WOOD	<i>is created by</i>	WATER	The rain produces plant life. Growth of Wood is dependent on the energy of Water.
FIRE	<i>is created by</i>	WOOD	The activated energy of Wood produces Fire. Fire is born from Wood energy.
EARTH	<i>is created by</i>	FIRE	Fire reduces all that it burns to ash, which creates Earth. Earth is dependent on the energy of Fire.
METAL	<i>is created by</i>	EARTH	Metal is produced deep within the Earth. Metal is born from Earth energy.
WATER	<i>is created by</i>	METAL	Water aggregates because of Metal. As Metal matures, it transmutes into Water.

The above is a sample table (or chart) in-text in the manuscript. Some publisher may prefer that you do not include any tables in your manuscript and to use call-outs, like you do with the figures. Other publishers may be okay with the tables in-text. Unless the publisher has explicitly instructed for call-outs, I would include the tables in the manuscript. Note that later on, the editor may ask you to remove the tables and replace them with call-outs. The call-out will be similar to the figures, i.e., “<~~~~Insert image **Name of Image** File here.~~~~>”. However, captions to tables appear above the table or chart. Maecenas tempus augue non malesuada mollis. Integer nisl nulla, ultricies sit amet risus in, feugiat venenatis felis. Donec maximus,

Last page of last chapter.

Name / BOOK TITLE / Page 260

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END



This confirms to the editor that no pages are missing.