# What Your Friendly Formatter Needs to Format Your Book

The must-have items are the manuscript, title page, and copyright page in a Word document and the ebook cover as a jpeg. Sounds pretty simple, doesn't it? Until you look between the covers. Yep, pun intended. :) Mandatory items are denoted with a *. Follow the links for more information.

## Praise

Peer approval can sell books. If an author or book reviewer has said something lovely about your book, put it right up front. It gets formatted similar to this, no italics when you already have quote marks:

"This is an awesome book, so moving. You have to read this!"—*Publication Name*

"Get out your hankies for tears of laughter and sorrow."—Amy Author, *New York Times* bestseller

## *Blurb

A few short paragraphs to tell the reader about your story. In an ebook, the blurb goes up front to remind a reader why they bought your book. For a print book, the blurb goes on the back cover.

## *Title Page

- ☐ title
- ☐ subtitle
- ☐ series name and series logo
- ☐ author name
- ☐ publisher (that's you) logo

## *Copyright Page

For a page that is seldom looked at, there is **lot** of mandatory information.

- ☐ *year of copyright, including prior years, e.g., Copyright 2011, 2015 by Amy Author
- ☐ *your full legal name or Doing Business As (dba) name
- ☐ *disclaimers such as
    - o fiction—I made it all up…
    - o memoir—my memories may not be what others remember…
    - o health—I'm not a doctor…
    - o legal —I'm not a lawyer…
- ☐ *publisher contact information, that's an email where people can request permission to quote from your book
- ☐ *printing history if previously published, e.g.,
    - o Printing History
    - o First Edition: Big Publishing House  Inc. – August 2011
    - o Second Edition: Amy Author – October 2015
- ☐ *permissions if you used extensive quotes, songs, poems etc.
- ☐ *permissions if you used graphics from other websites
- ☐ *photo credits from images from stock photography sites
- ☐ *artist credit for original images, if any
- ☐ editor credit and link, including prior editors
- ☐ formatter credit and link, Woven Red will add this
- ☐ *ISBNs to be used across all vendors, unless you're using vendor-issued numbers then skip these
    - o one each for the  ebook, paperback book, hardback book (if needed), large print book (if needed)

# Front Matter

All of these items are optional and are presented in the following order. Works of fiction generally have a dedication and acknowledgements, and sometimes a letter to the reader.

- ☐ letter to the reader
- ☐ dedication
- ☐ epigraph
- ☐ dramatis personae (cast of characters)
- ☐ foreword
- ☐ preface
- ☐ acknowledgments
- ☐ introduction

# *Body

This is the bulk of the book and includes:

- ☐ prologue
- ☐ content or story
- ☐ any images to be included in the work. Also send these separately. Ensure the resolution is 300 PPI.
- ☐ epilogue
- ☐ afterword
- ☐ conclusion

Please, please, please, **edit your content thoroughly before you send it** to your Friendly Formatter. A few typos are easily corrected with no extra fees. A lot of typos may involve extra fees and will certainly involve extra time.

# Back Matter

These are also optional. Works of fiction generally have the first three items.

- ☐ *author page; including head shot, bio, website and social media links
- ☐ next book; including cover, tagline, blurb, and excerpt
- ☐ list of author's other books
- ☐ appendices
- ☐ glossary
- ☐ bibliography
- ☐ index

# *Other Bits and Pieces

- ☐ *trim size, e.g. 6" x 9", the size of your print book
- ☐ *the ebook cover, 1560 x 2500 pixels, 300 PPI
- ☐ *if Woven Red is doing the cover, the selling price for the print book to add to the barcode, white or cream paper, matte or glossy cover
- ☐ *if Woven Red is doing the load, the selling price for the ebook, BISAC categories, keywords, wholesale discount and return policy, publication date

*That's a crazy long list. Longer than you expected, isn't it? Fortunately, you've already done the hard part; written the book.*

# What Your Friendly Formatter Does NOT Need

Yes, there are some things that you need not include in your manuscript. Your Friendly Formatter will take care of them.

- ☐ table of contents
- ☐ page headers and footers
- ☐ page numbers
- ☐ page breaks
- ☐ multiple blank lines before or after the chapter headings
- ☐ margins other than a Word default
- ☐ page size set to trim size, letter size is good
- ☐ fully-justified text, left-justified is good