

# GUIDELINES FOR MANUSCRIPT SUBMISSION

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Title of Work \_\_\_\_\_

Name of word-processing software \_\_\_\_\_ Version \_\_\_\_\_

(NOTE: If you have typed your manuscript using a page layout program like MS Publisher© or MS Works©, please “export” or “save” the text as a regular word processing file like MS Word©, or generic text file.)

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(NOTE: Electronic graphics or illustrations files must be provided at a minimum resolution of 300 dpi and be in one of the following formats: tif, pdf, or jpg. This does not include charts or forms that have been typed as part of your manuscript file.)

## Please follow these guidelines:

1. Provide a complete manuscript in proper order (acknowledgment, dedication...) with consecutive page numbers using your word processor’s automatic page numbering feature.
2. Remove all illustrations and graphics from the manuscript. Indicate their position with “Insert Illustration #1 here,” etc. Provide separate graphics files according to the specifications above, or camera-ready copy.
3. Use 12 point Times or Times Roman type. Double space.
4. Leave only one (1) space after ending punctuation of each sentence and before the next sentence.
5. Do not create hard returns with the “Enter” key at the end of every line. Let the text return automatically.
6. Do *not* full justify. Justify only the left margin.
7. Do *not* format with excess spaces or tabs (centering is acceptable).
8. Do *not* double space between paragraphs; tab in once for delineation of paragraphs.
9. Italicize, rather than underline, titles of books, magazines, newspapers, or any emphasized words.
10. Do *not* use headers, footers, paragraph styles, boxed text, or other special formatting tools.
11. Use the same print parameters throughout the manuscript.
12. Use the following format for bibliographical entries:  
Quinley, Kevin. *Claims Management*. Pennsylvania: LRP Publications, 1992.  
Additional entry by the same author as follows:  
\_\_\_\_\_. *Forms Management*. Pennsylvania: LRP Publications, 1995.
13. Spell check manuscript *and* do a final read afterwards.
14. For nonfiction: provide a table of contents that matches the chapter headings.
15. Make sure the manuscript is finished with all final changes included.
16. Put entire book in *one (1)* file.

I understand that if I do not follow these guidelines and Goblin Fern Press, Inc. must spend extra time preparing the manuscript for typesetting, there will be an additional charge, and it may throw off the book’s timeline.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_