

Papa Bear Press Novel Submissions Guide

April 20, 2014, version 1.1

Contents

Document Type.....	3
Manuscript Layout	3
Cover Sheet	3
Front Matter.....	3
Active Table of Contents	4
Story	4
Back Matter	4
Document Formatting.....	4
Formatting Text.....	4
Formatting Paragraphs	4
Image guidelines	5

Document Type

Works should be submitted to Papa Bear Press in Microsoft Word format (.doc or .docx).

Provide the entire book text in one file. Book files must be less than 50 MB.

Please do not include a cover in your file, as we will provide this.

Use Spellcheck and Grammar Check, but also manually proofread your file to ensure no errors are missed by the automated checkers.

Papa Bear Press currently is publishing only English language works.

Manuscript Layout

Your manuscript should be laid out as follows:

- Cover Sheet
- Front Matter
- Story
- Back Matter

Cover Sheet

Description (required)

Tell readers a bit about your eBook (similar to what you would find on the inside flap of a hard-cover book). The description must be between 30 and 4000 characters in length.

Contributors (required)

Enter the names of the people who contributed to your eBook, including authors, editors, illustrators, and translators. At least one author name is required.

Author Biography (required)

Tell the readers something about yourself. The biography should be one to four succinct paragraphs.

Publication Date (optional)

If your title has been previously published in physical or digital format, provide the original publication date.

ISBN (optional)

If you have purchased an ISBN (International Standard Book Number) for your eBook, please provide it. ISBNs for print editions should not be provided.

Front Matter

Include a **Title Page** (required). Center the entire title page. Begin with the title on top, followed on separate lines by any (optional) sub-title and (optional) series name, then author name underneath, like in the example below. Insert a page break afterwards. The title and subtitle together must be fewer than 200 characters.

The Muffin Man
A Tale of Lost Innocence
From the Winter Fantasy Series
By Jane Doe
-Insert Page Break Here-

A **Copyright Page** will be provided by Papa Bear Press.

If you have a **Dedication** (optional), it should follow the Copyright page. Insert a page break afterwards.

An active **Table of Contents** should follow the Copyright page (or the Dedication page, if there is one). See below for more information on the table of contents. Insert a page break afterwards.

If you have a **Preface** (optional), it should follow the Dedication. Insert a page break afterwards.

If you include a **Prologue** (optional), it should follow the Preface. Insert a page break afterwards.

Active Table of Contents

In eReaders content is resizable, and the number of pages within the book changes as the text scales. For this reason, page numbers don't apply. Your manuscript should include an active Table of Contents for easy navigation. There should not be any reference to page numbers in the book. The cross references should not have page numbers, nor should there be any plain text index with page numbers.

On a PC, you can use Microsoft Word's in-built Table of Contents creator to create an active TOC for your book. On a Mac, you'll need to create a Table of Contents manually using the Hyperlink and Bookmark functions.

Story

Double-space the body of your manuscript.

Back Matter

Back matter consists of the last pages in your book which provides additional information the reader should know about, such as Bibliographies, Appendices, Notes or Glossaries.

There isn't a specific order which back matter should be presented in, so use your judgment and be sure to insert page breaks after each section. An index is not recommended at this time.

Document Formatting

Formatting Text

Please submit your manuscript using one of the following fonts:

- Times New Roman
- Arial
- Courier New

You may use indentations and headings as they will appear in your eBook.

Do not use bullet points, page headers, and page footers.

Be judicious with complex formatting (e.g., tables, text sidebars, and insets). These may not export well. If your book requires tables you can insert them in Word by selecting "Insert Table."

Do not set background color on text.

Formatting Paragraphs

Use Justify alignment throughout your document.

Use First-Line Indent for your paragraphs. Do not use tab-spacing. You can set first-line indent to occur automatically with the following steps:

1. Select the "Home" menu. In the "Paragraph" section, click on the little box to the right of "Paragraph."
2. A dialog box will appear. Select the "Indents" and "Spacing" tab if it is not already displayed.

3. In the "Indentation" section of the dialog box, on the right side is a drop-down menu titled "Special." Click the down-pointing arrow under Special and you will have two choices, one of which is "First Line." Click on it.
4. The "By" text box will automatically fill in with 0.5 inches for the amount of indentation. This is standard, so you can usually leave it alone. However, you can either type a different number or use the arrows to increase or decrease the indent.
5. When you have made your selections, click "OK." Your text should now be indented the way you wanted.

Use soft returns (Shift-Enter) as opposed to hard returns (Enter) whenever possible.

Do not insert blank lines of text to create empty pages. Use the "Page Break" function for this purpose.

Do not use borders on paragraphs.

Insert a "Page Break" at the end of each chapter. To insert a page break in Word, click "Insert" at the top menu bar and select "Page Break."

Image guidelines

Insert images directly into the document using the 'Insert' function in Word. Do not use the copy/paste function. Images should be inserted in JPEG, GIF, BMP, or PNG format with center alignment (don't copy and paste from another source). Select "Insert" > "Picture" > then locate and select the file.

JPEG and GIF images should be no larger than 127KB in size.

Use color images whenever possible and relevant.

Photographs should use the JPEG format with a quality factor of 40 or higher. Photographs should be provided with the highest resolution available to you.

Photographs should not be too small. Please make sure your input photos are at least 600x800 pixels in size, unless you optimize them yourself according to the previous guideline. Photographs of less than 300x400 pixels are much too small and can be rejected.

If your photographs are in GIF format or are too small, simply converting them to JPEG or artificially increasing their size will not improve their quality. You should go back to the original source to create a JPEG image with sufficient resolution.