



## FORMATTING YOUR WORK FOR PUBLICATION

Your book is ready for publication. You have addressed all the issues raised by the content editor, accepted or challenged any changes made by the copy editor, and done your own proofreading. How should you prepare the document for publication?

### FORMATTING

The work should not look like a printed book. The less formatting there is, the better. Formatting will be introduced into the document when it is loaded into professional graphic design software, so the less there is in the document you submit, the less work there is for your publisher.

In practical terms, this means:

- Eliminate any indentations at the start of paragraphs. The “return” or “enter” key at the end of a paragraph is sufficient to indicate that the next line is the beginning of a new paragraph.
- Eliminate any extra spaces before or after sections of your text, whether it be paragraphs or scenes.
- Do not justify the margins as in a printed book. Let the lines be uneven.
- If you want several distinct scenes in a chapter, use a typographical symbol such as an asterisk (\*) or the pound sign (#) on a separate line between the paragraphs which end one scene and begin the next. The typesetter can then search for these symbols and replace them with suitable formatting for a printed book.

If you want to be sure that you have made these changes, click on the icon of a pilcrow (paragraph symbol: ¶) and you will see all the formatting marks in the text.

Here is an example of what your correctly formatted document might look like:

Chapter One¶

\*¶

"What?" Winifred was angry. Her right finger pointed at her husband, her eyebrows were raised in indignation.¶

James did not reply. He turned away and walked out of the room.¶

"Come back!" Winifred was screaming.¶

Silence was her only answer.¶

\*¶

The next morning, Winifred awoke to an empty room. James was no longer in bed with her. The sheets were cold to the touch and his clothing was gone from the chair where he had left it carelessly strewn the night before.¶