



Version 1.0809

## **Xlibris Full-Colour Publishing Submission How-To's**

### **Step 1 – Check your manuscript**

Make sure that your manuscript meets our Publication Requirements and that you've read through the instructions for how to format your book.

Make sure you have proofread your manuscript; it should not require any corrections or alterations.

\*If you submit a manuscript that has been incorrectly formatted, it could delay the production process of your book. Be sure to read guidelines and instructions thoroughly before submitting. Please call **0800 056 3182** (Domestic) or **+44 20 3014 4095** (International) if you have any questions.

### **Step 2 – Prepare your book for disk-based submission**

Please submit your entire book in a single word processing file, preferably Microsoft Word. If you use another word processor, please save your file in a Rich Text Format (.rtf file).

If your book is too large to fit on a single floppy disk, split the file into two parts and send two disks, clearly labeled. Please use a PC-formatted CD-ROM, DVD-ROM, Memory Stick, Zip disk, or 3.5-inch floppy disk.

Label the disk with your name, telephone number, and the title of your book. Please pack your disks inside protective wrapping or a disk mailer to ensure that they will arrive in usable condition, and please retain a backup copy of your manuscript

### **Step 3 – Write your book summaries**

Write the following summaries using your word processing program and save them as a single file, separate from your main book file but on the same disk:

- **Author's Cover Bio**  
150 words max. A short, one-paragraph description of yourself that will appear on the back cover of your book.
- **Author Biography**  
2,000 words max. A longer description of yourself or a message to your readers. It will appear on the author biography page that readers view when they click on your name within the Xlibris Web site.
- **Dedication**  
100 word max. Will appear at the beginning of your book.
- **Book Summary**  
150 word max. A short, one-paragraph description of your book that appears on the back cover of your book and with your book listing on the Xlibris Web site.

- **Book Description**

4,000 words max. A longer description of your book that appears on your book's page on the Xlibris Web site.

**Step 4 – Prepare your images**

Prepare your interior and cover images either on disk or hard-copy; please do not send slides or sketches. Disk-based images can be sent on a PC-formatted CD-ROM, DVD-ROM, Memory Stick, Zip disk, or 3.5-inch floppy disk. Xlibris supports supplied hard-copy images up to 12" x 17", including original images on paper (original art such as watercolours, line art using ink etc.) and photographs. If you are submitting digital images, please read the following formatting requirements.

- Images are saved as either TIFF or JPEG files.
- To ensure quality reproduction, all graphics and/or images should have a resolution of at least 300 dpi and be in actual size.
- Save all image files as separate files. Please do not embed or paste images in your manuscript.
- Please indicate directly in your manuscript where the images should be placed (e.g. text, text <insert image1 here> text, text). Please make sure you use the right file name for easy reference.
- Aside from the interior images, you have the option to submit the following:
  - **Cover Image** – to be placed on the front cover of the book.
  - **Cover Design** – photo or illustration file for your book cover (not applicable for Advantage)
  - **Author Image** – to be placed on the back cover of the book.

**Step 5 – Create an image inventory**

In order to facilitate the processing of images, Xlibris requests that you supply a numbered list of all the images you intend to use. You should label the hardcopy images on the back in sequential order, or if you are sending digital images, the files should be named accordingly. (Example: image1.tiff, image2.jpg, image3.jpg, etc.) If you are using the Image Enhancement & Manipulation Service, please indicate how you would like each image treated.

**Step 6 – Indicate your Author suggestions**

As part of the publishing service, Xlibris allows you to make basic suggestions about how you would like us to design the book. We will do our best to incorporate your suggestions; however, it may not be possible, depending on the specificity of your suggestions or the overall needs of the design. Take a look at examples of Author Suggestions that we encourage you to submit.

**Step 7 – Prepare a storyboard or a mock-up**

Our designers would like to see your design ideas. You may provide us with a storyboard and examples so that we know what sort of design you have in mind. This will also help us determine which service best suits your book. Please note that if your suggested design exceeds the standard design capabilities of your selected service, we will contact you upon receipt of your submission to discuss your options. If you opt for the Custom, Premium, Executive, or Platinum packages, and don't have a design in mind, our designers would be happy to create a draft storyboard for your approval.

**Step 8 – Fill out and sign the Author Agreement**

Read and sign the Author Agreement. Please complete the required information fields indicating your publishing service choices, form of payment, and any editorial, marketing, and add-on services that you would like to include.

**Step 9 – Call us to review**

When you have completed the order form, give us a call, toll-free at **0800 056 3182** (Domestic) or **+44 20 3014 4095** (International). Our friendly publishing consultants will answer any last minute questions, as well as review your submission with you to ensure that you have all materials ready.

**Step 10 – Pack, label, and send your materials to Xlibris**

Please pack your forms and disk(s) inside a protective wrapping or a disk mailer to ensure that they will arrive in usable condition. Never send the only copy of your book, if original materials are sent, Xlibris cannot be held responsible for articles that are lost or stolen in transit.

Make sure you have all the materials needed. Please review our Submission Checklist or download the PDF version to make sure you have included all the submission requirements.

When sending your submission, Xlibris recommends that you use a traceable mail service (UPS, FedEx, certified mail, etc.) to ensure the safe arrival of your package.

You can mail your submission to:

Xlibris Corporation  
Attn: Marketing Service Department  
Victory Way, Admirals Park Crossways, Dartford DA2 6QD, United Kingdom  
**Phone: 0800 056 3182 (domestic)**  
**+44 20 3014 4095 (international)**

Or e-mail your files to: [Submissions@XlibrisPublishing.co.uk](mailto:Submissions@XlibrisPublishing.co.uk)