

Company

Special Quote

Contact

address

city state zip

phone



MANUSCRIPT SPECIFICATION SHEET

Author: _____ Date: _____

MS Title: _____

Corrections

- replace
- strikeout

Margins in Inches

- top _____
- bottom _____
- left _____
- right _____

Line Spacing

- single-space when _____
- double-space when _____
- triple-space when _____

Remarks: _____

Section Spacing

- title to text _____
- end of topic to subhead _____
- between topic and subhead _____

Remarks: _____

Lines per page: _____

Titles

- all caps
- upper/lower case
- centered
- flush left
- flush right
- indented _____ spaces

Boldface Titles

- yes
- no



- Chapter Numbers Roman
 Arabic
- Underline chapter titles
 subheads
 words to be italicized

Remarks:

- Italicize titles
 subheadings
 for emphasis
 foreign words
 phrases
 quotations

- Offset/block quotations
 speeches
 examples
 abstracts

- Page-number position top
 bottom
 left
 right
 center

- Boldface Page Number yes
 no

Check Spelling with _____ dictionary

- Use Thesaurus yes
 no

- Hyphenate yes
 no

- Justify paragraphs
 indented blocks
 nothing

- Abbreviations standard, based on _____ manual
 special, based on _____ manual

TYPESetting SPECIFICATIONS



Author: _____ Date: _____

MS Title: _____

Body text font _____
size _____
style _____
leading _____

Titles font _____
size _____
style _____
leading _____

Subheadings font _____
size _____
style _____
leading _____

Book Page Size: _____

Margins: _____

Gutter: _____

Top Margin: _____

Bottom Margin: _____

- Running Headers
- book title
 - author name
 - graphic
 - page number
 - separator lines
 - mirrored header
 - italics
 - bold
 - font _____
 - size _____
 - no header

- Signatures
- 4
 - 8
 - 16
 - 32
 - catalog



Page Numbering Roman
 Arabic
font: _____
size: _____
style: _____
 center
 outside
 bottom
 top
start at: _____

Index yes
 no

Table of Contents yes
 no
 Roman numbering
 Arabic numbering
 no numbering

Design chapter title boxes
 page number boxes
 imbedded graphics

Inclusions line art _____
 pencil drawings _____
 paintings _____
 photographs _____
 tables _____
 graphs _____
 charts _____
 vector graphic diagrams _____
 custom art _____

Pages or Words in Manuscript: _____

Estimated Complete Book Pages: _____

Cost Estimate: _____

BOOK PROPOSAL WORKSHEET



Book Title: _____

Subject: _____

Nonfiction: _____

Fiction: _____

Genre: _____

State the book's premise in three sentences or less. _____

Why do you want to write this book? _____

What is the purpose of the book? What goals do you hope to accomplish? _____

How are you qualified to write the book (experience and education)? _____

Do you need to do more research? _____

What are your research resources? _____

How much time can you devote to writing this book, or aiding in its completion? _____

How long do you estimate this book will take to write? _____

Who is your target audience? _____

What other similar books are in print? _____

Why is this particular book better or unique? _____

What is the special sales potential of this book? _____

What will be the probable retail price of this book? _____

What markets have you identified for this book? _____

Do you have, or can you get, comments or short reviews from colleagues and peers for use on the back cover of your book? _____

Do you have a printer in mind for manufacturing this book? _____

If yes, what signature setup do they use, and what are the margin tolerances of their press? _____

Do you have distribution channels open to you? _____

If yes, what discount do they require? _____

Do your distributors require EAN bar-coding? _____

Do your distributors require you to pay all shipping costs from your location to theirs? _____

Do you have advertisers in mind to promote your book. If so, state what media: _____

Can you arrange for warehousing print-runs? _____