

A 5-minute guide on having your ebook formatted by Standout Books

Thank you for choosing Standout Books to format your ebook. We are delighted to be working with you and hope you find the process smooth and hassle free. This guide provides a breakdown of everything you need to know before the formatting process begins.

1. If you only plan to read one section of this guide, read this one

Before you start preparing your manuscript for formatting, please make sure you thoroughly proofread the entire text at least one more time.

Proofreading is **not** included with this service so it's up to you to make sure that our formatters are working with the final version of your manuscript.

Making changes to your manuscript after the formatting process has begun can be very costly and will delay things. Content changes cost \$1 per change, so it's in your best interest to make sure that your manuscript is in tip-top shape before you send it to us for formatting.

2. If you plan to read two sections of this guide, make sure this is one of them

Once your manuscript has been formatted, we will send you a formatted epub file for review. This is your opportunity to preview how your book will look on an ereading device. Please take as long as you need to check this proof – this is the last pass before your book is published and sent out to the world. Specific things to look out for are:

- chapter headings are correct and consistent
- awkward breaks in words
- uneven paragraph spacing or too much white space
- missing pages and/or missing sections

Any errors introduced by Standout Books during the formatting process will be corrected for free.

3. All of this is included with our ebook formatting service

3.1. A mobi and epub file with the covers inserted.

3.2. Unlimited rounds of revisions to the formatted file (NB: this applies to the formatting *only* and not the content. For example, paragraph spacing, line breaks, image placement, etc. can be revised over and over again until it is perfect.)

3.3. Get an up-to-date copyright page, title page, a linked table of contents, and any personal notes like Acknowledgments included as standard.

3.4. Bold, italics, underline, and superscript features will be preserved.

3.5. Choose from a selection of fonts for your book.*

3.6. Insertion and reduction of graphic sizes if required. The first ten graphics are formatted for free, after that, each additional graphic is charged at \$2.

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3.7. Linked footnotes and endnotes if this applies to you. Because ebooks do not have traditional pages, footnotes/endnotes must be continuous, and they must have been created using Word's Footnote/Endnote menu.

3.8. Source files upon your request.

*Please note that although you can choose your fonts, not all ebook devices, e.g. older e-ink devices and iPads, can support these fonts so they fonts may look slightly different.

4. Things that aren't included in our ebook formatting service

4.1. Editing or proofreading in any shape or form.

4.2. A book cover. You will receive a separate invoice if you are having a cover designed by us.

4.3. Illustrations, designs, writing of any kind, etc.

4.4. PR and marketing.

5. Making changes to the formatted file

If you'd like to make editorial changes to your manuscript after your book has been formatted, we can do a maximum of forty edits. Each edit will be charged at \$1 per edit up to \$40. If the number of edits is greater than forty, the book will need to be reformatted from scratch and the full fee will be chargeable again.

6. How to go about making changes

If you'd like to make editorial changes, please follow these steps:

6.1. Compile a Word document listing the changes in the following format:

Change 1

Incorrect: couldn't stop looking the clock.

Correct: couldn't stop looking at the clock.

Note: please insert 'at'

Change 2

Incorrect: It's almost time to goes home.

Correct: It's almost time to go home.

Note: change 'goes' to 'go'

Note: Please provide at least two words on either side of the correction so we can use the 'Find' function to easily locate the sentence.

6.2. If a universal change needs to be made throughout the book (for example if the name of a place is consistently spelled incorrectly), we will find and replace all. In this case, please simply leave a comment to that effect: 'Replace all instances of <old word> with <new word>'. There is no need to list every instance of this.

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7. Other things you should know

7.1. We do not format ebooks using color font, text boxes, tabs, columns, highlights, and hanging indents. Please ensure that all instances of the above are removed before you submit your manuscript to us.

7.2. Ebooks do not have page numbers like print books do. Any page numbers you see in the ebook are put in place by the device or ereading app. They are not added during formatting.

7.3. ISBNs are not required for ebooks so we don't need one to start the formatting process.

8. Is my manuscript ready for formatting?

This quick and easy checklist will help you to ensure that your manuscript is ready for the formatting process:

- Your manuscript has been proofread.
- Your manuscript is one Word file only (i.e. chapters are not divided into separate files).
- The font is black and there are no highlights or special symbols.
- All comments and tracked changes have been accepted.
- Chapter headings are correct and consistent.
- Your author name is spelled exactly the same wherever it is mentioned.
- Titles and subtitles do not contain URLs or contact information.
- Images are a minimum of 150dpi (300dpi is preferred for clarity).
- All double spaces between words have been removed.
- Your manuscript does not reference amazon.com, barnesandnoble.com, etc. or any other competitor sites.
- Your manuscript does not contain references to page numbers.
- You are the sole owner of your book and you haven't violated any copyright laws.

Failure to comply with the provisions outlined in this guide may result in delays and extra charges.

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