

## **Formatting Services for *MS Word* text-only Manuscripts**

### **A. Formatting for KDP (eBook and paperback):**

1. eliminating all “special/hidden characters” that would either be rejected by the conversion software or make the converted book look strange
2. making sure the documents comply with the standard “look” for books published in both formats
3. adding chapter heads and page numbers—center, left-justified or right-justified depending on author preference
4. changing fonts and font size for chapter heads
5. inserting page breaks between each chapter (so each chapter begins on a new page regardless of additions or deletions to the manuscript by the author in subsequent edits)
6. adjusting margins, line spacing, line justification and page size to standard book size and appearance
7. adding special acceptable characters to indicate section breaks within chapters (if applicable)

### **B. Additional formatting required for Paperback includes (all of A plus):**

1. creating a gutter margin to accommodate for the spine
2. insuring that all chapters begin on a new (right-handed) page

### **C. A and B above PLUS (all text provided by author):**

1. a title page (right-handed sided for Paperback/separate page for Kindle) with no page number or header
2. copyright page with standard language that can be changed by the author and ISBN either provided by the author or filled in by the author once the documents are formatted (new page, no header or page number)
3. dedication page (new page, header/page number in lower case Roman numeral optional)
4. acknowledgments page (new page, header/page number in lower case Roman numeral optional)—if author prefers this page in the back of the book, all the same, except either no page regular number or page number, depending on author preference)
5. preface/prologue (new page, header, page number in lower case Roman numeral or starting at page 1—author’s option)
6. adding a header with the title of the book on each page—center, left-justified or right-justified depending on author preference

NOTE: Turn-around time depends on the extent of formatting the manuscript requires.

### **D. Testing the formatted documents on my KDP account**

### **E. Uploading the formatted documents on author’s KDP account (author must provide access to the account)**

### **F. Delivery of four (3) documents to the author:**

1. eBook word doc
2. paperback word doc
3. paperback pdf formatted in X1a standard

## **Package Prices**

**Package 1:** You get **all** these services. Plus, you don't have to worry about the technical aspects of getting your book out to the public for **\$1,400 USD**. Manuscripts over 100,000 words **\$1,800 USD**.

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**NOTE: Formatting for Microsoft Word documents only.**