

**Check List before submitting files using Authors OnLine's Basic Service.  
Please tick all of the following before sending us your PDF files**

**Text File**

- 1) Book formatted to one of the standard book sizes, downloadable from our website [http://www.authorsonline.co.uk/publish\\_with\\_us/Self\\_Formatting/](http://www.authorsonline.co.uk/publish_with_us/Self_Formatting/)
- 2) Title and Title Verso (Imprint and copyright) pages added.
- 3) ISBN obtained from Authors OnLine and added to Title Verso page in the supplied format such as 978 07552 1234 5 (with spaces) – This not a real ISBN.
- 4) All page numbers have even numbers on left hand pages and odd numbers on right hand pages.
- 5) Page numbers are inserted as either 'top' or 'bottom' and 'centred' or 'outside' and NOT (as is a very common mistake) as left or right.
- 6) Book is in Acrobat PDF format.
- 7) All fonts are embedded when printing to PDF (Once you have printed to PDF, you can check this in Acrobat under File Menu, Properties, Fonts)  
WARNING The default print setting when printing from MS Word to PDF is 'Standard', which annoyingly does not embed fonts. You need to change it to 'High Quality'
- 8) PDF version is still the same page size as your word processed version.  
WARNING - MS Word will default to printing to PDF using your default papersize such as A4 or letter size in some earlier or standard versions of PDF writer. It will not necessarily automatically print to the papersize you have downloaded from our website.
- 9) Any pictures have been inserted at the highest possible resolution- ideal size is 300 Dots Per Inch (DPI). – any higher is unnecessary as this will be the final printed resolution.
- 10) Blank pages have NOT been added to the end of the book – our printers do that for you.
- 11) You have not added crop marks.
- 12) There is only one PDF text file – we don't accept each chapter as separate PDF's please!

**Cover file.**

- 1) Template has been obtained from our printers website - you will need an ISBN from us to use the template generator, or you can practice using 978-07552-9999-7 (The dashes must be included).  
<https://www.lightningsource.com/covergenerator.aspx>
- 2) If you load your template using PhotoShop please make sure you do so as 300 DPI, CMYK colour and using 'Media Box' NOT 'Bounding box'.
- 3) Your images have been placed over the top of the template so as to JUST cover up the blue dotted bleed marks.
- 4) All text and images have been kept within the red dotted text boxes especially on the spine – all books with writing or images that are not contained within the spine text box will be rejected (some images may overlap the back or front covers where run-off is required).
- 5) All fonts are either embedded or 'converted to curves'.
- 6) The bar code has been placed on the back cover.
- 7) You have not added crop marks – we only want the ones supplied on the template please.
- 8) You have NOT cropped or altered the template size in any way.
- 9) All images are 300 DPI and CMYK colour (RGB will not necessarily print colours as you require them).

**PLEASE NOTE** it is not possible to use word processors such as MS Word to prepare a cover file – they can only be prepared using proper graphic programs such as Indesign, CorelDraw, Photoshop, Quark, or (but not recommended) MS Publisher.

### **Additional requirements with your submission**

- 1) SYNOPSIS - Please include a synopsis in word processed (MSWord) format
- 2) SAMPLE CHAPTER - Please include a sample chapter in word processed (MSWord) format
- 3) WORD COUNT - Please tell us the word count of your document (Utility found in MS Word under the 'Tools' menu.)
- 4) RETAIL PRICE -Please let us know for what price you want to sell your book. We may not be able to adhere to it for costing reasons, but we need your input on pricing.

### **Most common errors (Not in any particular order).**

- 1) Fonts not embedded
- 2) Cover designs submitted without the template. – please download [www.authorsonline.co.uk/public-downloads/9780755210725\\_cov\\_low\\_res.pdf](http://www.authorsonline.co.uk/public-downloads/9780755210725_cov_low_res.pdf) to see what a finished cover should look like when placed correctly on its template.
- 3) Incorrect booksize on text file – often caused by printing from MS Word to PDF.
- 4) Text file not centred on page – again problem usually caused by printing from MS Word to PDF.
- 5) Spine text on the cover outside of the red dotted text box.
- 6) Bar code not placed on the back cover.
- 7) Images (usually taken from the Internet!) of very poor resolution (72 DPI or less).
- 8) Cover and text files formatted to different sizes.
- 9) Page numbering entered as left or right not inside or outside.
- 10) Trying to use word processing programs such as MS Word to make the cover.

We can not emphasise enough that our basic service is for authors who are familiar with word processing, Adobe Acrobat and industry standard graphic packages – it is not a short cut for the untrained to have their book published cheaply in the hope we will guide them through unfamiliar territory.

Our staff are under strict instruction not to give tuition to authors in preparing their files, If you can't do it, or don't know what we mean by the terms in the check list above, then in all probability you need to use our Standard Service, not our Basic service.

We hope this document is useful

Authors OnLine  
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