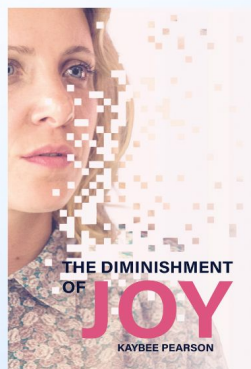
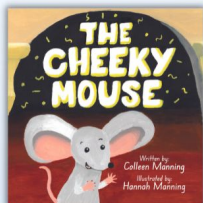
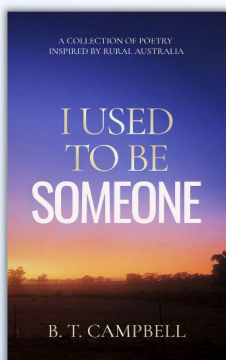


HOW TO FORMAT YOUR MANUSCRIPT

For Prospective Authors of
The Rural Publishing Company.



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Why Your Formatting Matters

When you submit a manuscript or manuscript sample to a publisher, how you format it can (scarily) make or break the success of your submission.

Why? Because as publishers, we are time strapped! We receive large quantities of manuscripts from hopeful authors each and every week.

Therefore, the more easily we are able to scan through and assess the quality of your work, the more likely you are to be offered a contract with us.

2

The Number One Secret to Formatting your Manuscript for Submission Success

Believe it or not, simple is best. In fact, at The Rural Publishing Company, we LOVE a plainly formatted Word Document, over anything flash.

So, the secret is simplicity, simplicity and simplicity.

Contrary to popular belief, you do not need to format your novel with indents at the start of paragraphs or put page numbers or headers or footers in your document.

Why? Because it is far easier for us to assess your manuscript, edit your manuscript and then typeset your manuscript if you don't.

We know how tempting it can be, particularly for creative types, to want to make a document as 'pretty' as possible. Think fancy scripty font headings etc. But please don't. It's not needed, and often makes our job harder.

A note on typesetting, layout and design...

Typesetting is the process of formatting your manuscript into an actual book – so that every page looks good. This includes adding in things like indents and page numbers. This is something we are responsible for as your publisher, so you end up with a professional result.

To do this, we use some fantastic typesetting software that magically formats and adds all the fancy elements and effects needed. In fact, it's what we have used to format this fabulous guide :)

When we upload a finished, fully edited and proofread manuscript to this software, we literally need a plain Word Document with chapter headings marked, and that's it. The software does the rest automatically, based on settings we choose.

It reads the chapter headings – and puts the content into those individual chapters. It also very cleverly adds in 'front matter' such as copyright notices, our publishing details, the title page, a table of contents, any dedications etc. It also adds in 'back matter' such as author bio's or acknowledgements.

We can then apply a wide range of styling to it – which includes fancy heading fonts, different body text sizes and styles, paragraph indents or double spacing etc. We can also choose the right book trim size and page margins. And – it produces the book in both print format and eBook format.

So please rest assured, you don't need to go to the effort of complicated or fancy formatting for your manuscript – but when you publish with us the finished product WILL look fantastic in the end (and can be done any way you would like).

3

Our Requirements for Manuscript Formatting

What we require is super-duper simple.

Font Style: Arial or Calibri

Font Colour: Black / Automatic.

Body Font Size: 12

Chapter Headings: Formatted as ‘Heading 1’ (it does not matter what size or colour – the default styling in Word is perfectly adequate).

Sentence Spacing: Single space after each full stop.

Paragraph Spacing: Single ‘enter’ after each paragraph.

For example:

Title of Book (Heading 1)

Chapter 1 – [Chapter Title If Applicable] (Heading 1)

This is a very interesting and intriguing paragraph. With another really great sentence.

This is a second very interesting paragraph.

Chapter 2 – [Chapter Title If Applicable] (Heading 1)

This is a very interesting and intriguing paragraph. With another really great sentence.

This is a second very interesting paragraph.

This is a Sub-Heading (Heading 2)

With more body text underneath.

What we DON'T need:

- Indents
- Table of contents
- Page numbers
- Headers
- Footers
- Fancy fonts
- Fancy colours

4

Basic Spelling & Grammar Advice

While your manuscript does not need to be perfect at all (as we will proofread and/or edit depending on what's needed), a little bit of effort to get your writing as good as possible goes a very long way.

We highly recommend you use the spell checker in Microsoft Word and/or Google Docs.

In fact, we quite often find that if we use the spell checker in Word first, and then import it into Google Docs, Google Docs often picks up a lot of errors and that can be really quite handy.

Please make sure:

- Your sentence construction makes sense.

- You include enough paragraph spacing. We're not huge fans of LONG paragraphs or HUGE chunks of text. A new thought = a new paragraph.
- There's no extra spacing where there shouldn't be. E.g., Single space after each full stop, not double, and that there's no spaces before commas etc.

5

What Else We Need With Your Manuscript

When you're simply submitting your manuscript for consideration, we don't need a whole lot more.

It does however help us if you include the following details in your email:

- A brief bio for you (who you are, what you do etc.).
- A blurb or overview of your book
- If you have illustrations (for a children's book for example) – please include a couple of sample illustrations.

- Whether you have any previously published work.

If we accept you for publication, we will need:

- Authors bio
- Author profile photo
- Full manuscript
- All illustrations, photography or imagery required
- Any other front or back matter you'd like to include (dedications, acknowledgments etc.)

6

Don't Despair if You're Not Sure!

Chances are – You & Your Work Are Good Enough

Authors, and particularly first-time authors, often spend far too much time and energy stressing about every single tiny detail with their writing and manuscript.

If you don't have everything 100% spot on, don't despair. This does not mean that your writing is not valuable nor worthy of being published.

We understand that not everyone has perfect spelling or grammar abilities. Your formatting might not be perfect either. And while we encourage you to go to a little bit of effort

in getting your manuscript as good as you can – we can do the rest.

Often, we come across some fantastic authors with amazing stories and expertise to share, who may not be perfect writers. And – we still publish their work.

We can do this because we have great editors.

And it's amazing what a great editor can do to polish up your work into something that's truly incredible.

So, if you have something to share with the world, feel free to submit it to us for consideration. We do try to provide honest feedback to all authors, and we're happy to advise on whether we think your book has 'legs' at any stage of the process.

If in doubt – give us a shout

Email the team at hello@theruralpublishingcompany.com.au.

Next Steps

For further assistance or advice on formatting, writing or publishing, please feel free to email the team at hello@theruralpublishingcompany.com.au. We are always available to answer your questions.

Submissions

If you're ready to submit, please go here:

<https://theruralpublishingcompany.com.au/submissions/>

Publishing Packages

To check out what we offer, go here:

<https://theruralpublishingcompany.com.au/self-publishing/>

Our Published Books

If you'd like to view our previously

published books as examples, please go here:

<https://theruralpublishingcompany.com.au/our-books/>