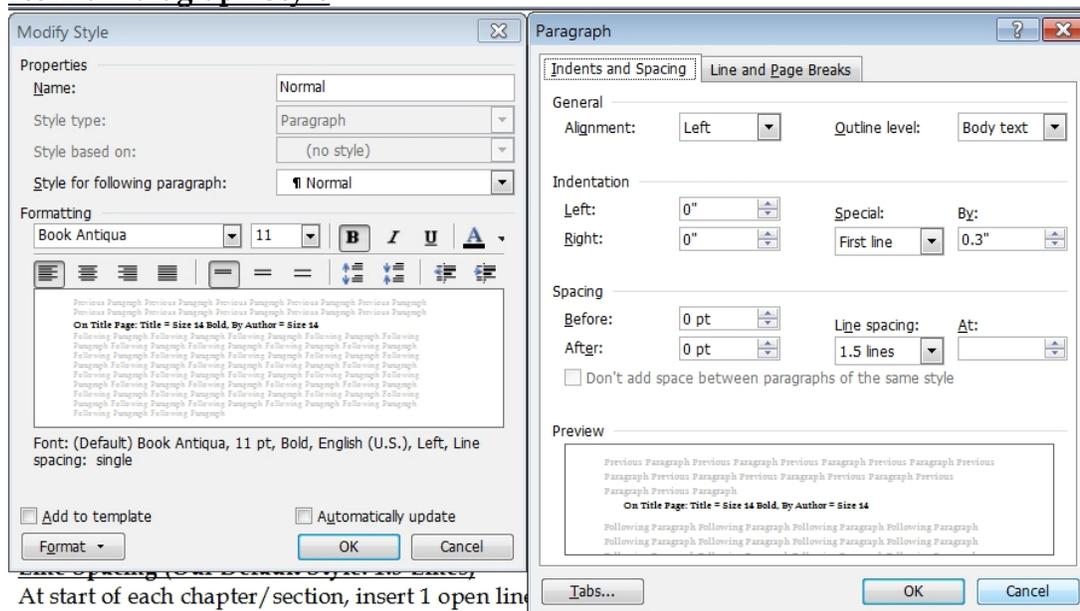


Evolved Publishing – Manuscript Formatting for Submissions

Note to Evolved Publishing members only: We'll be providing templates for both eBooks and print books. We're applying these standards to simplify the document conversion and upload process, and to maintain a consistent, professional presentation.

Note to New Submitters: If we like your work and accept it, you end up being part of the above note. So really, the same considerations apply, and it has to do with how precious our limited time is. Thank you.

Normal Paragraph Style



At start of each chapter/section, insert 1 open line

Font (Our Default Style: Book Antiqua)

Normal Paragraph: Size 11

On Title Page: Title = **Size 14 Bold**, By Author = **Size 14**

Heading 1 (Use for **Chapters** when no Parts are in the piece): **Size 14 Bold**

Heading 1 (Use for **Parts** when Heading 2 used for Chapters): **Size 18 Bold**

Heading 2 (Use for **Chapters** when Heading 1 used for **Parts**): **Size 14 Bold**

Line Spacing (Our Default Style: 1.5 Lines)

At start of each chapter/section, insert 1 open line.

At end of each chapter, hit RETURN key after last paragraph, and insert PAGE BREAK.

Thus, you'll have 1 open line at the start of a chapter, and 1 open line at the end.

Paragraph Alignment & First Line Indent

Title Page: Centered (First Line Indent = "None")

Images: Centered (First Line Indent = "None")

Heading 1 and Heading 2: Centered (First Line Indent = "None")

Normal Paragraph: Left (First Line Indent 0.3")

Centered Text (such as story breaks): Centered (First Line Indent = "None")

Other Paragraph Formatting

Left & Right Margin = 0 (Only exception is offset text such as signs, letters, etc.)

Before & After Spacing = 0 (Always)

Spaces between Sentences = 1

NEVER use tabs or spaces for paragraph indenting.

Document should have 0 tabs, and 0 instances of 2 or more consecutive spaces.

General Formatting Notes

Smart Quotes are Preferred, but Straight Quotes are okay.

We prefer non-formatted ellipsis (meaning 3 simple consecutive dots).

After ellipsis within a continuing sentence, insert a single space.

After ellipsis at end of sentence, include closing punctuation (question mark, period [4th dot], etc.).

No extra spaces after final punctuation in paragraph; this can cause blank pages on the smallest eReaders (such as smart phones).

Please Be Considerate

No, we're not formatting Nazis, but we'd like to be able to read your manuscript without first reformatting it. We don't wish to appear as nasty grouches, but if you don't care enough to respect our time, we may not care enough to read your submission.

It's a simple thing: common courtesy. We appreciate yours.