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Manuscript Guidelines

Please follow the guidelines below as you finalize your manuscript for publication. Doing so will result in a quicker and more accurate publishing process—and that makes everyone happy. However, not following these guidelines may incur additional charges and delay publication, which neither of us want.

Electronic File Guidelines

- Please submit your manuscript as an electronic file in Microsoft Word. If you don't have Word, be sure to save the document as rich text (RTF) or text only.
- We prefer the manuscript be in one file. If it necessary to submit more than one file, please name the files clearly to indicate the order in which they should appear.

Formatting Your Text

- ***Please do not try to format your book interior in your word processing program.*** This should save you a lot of time! The *less* formatting you do the easier the process will be. Your book will be professionally designed to reflect the content and its intended audience. Do use italic and bold fonts when appropriate. Clearly indicate headlines and level one and level two subheads (if you have them). Create art notes within [brackets] to communicate any special instructions to the designer.
- Use only one space after a period.
- Indent paragraphs using automatic indents in your word processing program, not with spaces or a tab.
- Do not use the auto formatting features for numbered or bulleted lists, or for outlines. Usually these auto features are stripped out when imported into a page layout program.
- Create tables correctly in your word processing program. Do not create tables or columns by using tabs or spaces. They will import incorrectly.
- Please do not try to add emphasis to your text by capitalizing words, using underlining, all caps, or an excessive amount of bold text. Allow your words to speak for themselves. Excessive use of these conventions is very unprofessional, and makes your book more difficult to read. To emphasize text, use italic for a “first level” and bold text for a “second level.” Underlining is never used in professional typesetting, and all caps should be avoided in the body text (and used selectively for headlines).
- Em dashes, en dashes and ellipses are special characters found in your word processing program. Do not use hyphens or double hyphens instead of em dashes. Dashes and ellipses can be helpful when writing, but also become a distraction to the text if overused.

The em dash (—) is used in text with no additional spaces on either side to indicate an abrupt change in thought.

The en dash (–) is used to indicate a range of values, generally used in numeric values or in lists or outlines. For example in a page number reference (see pages 34–38) or dates (1995–1998). Also used in Scripture references (see the Biblical Reference section below).

Graphics

- Please do not embed photos or graphics in your manuscript. Use brackets to create art notes to indicate where you would like images placed. Please be clear in naming your images and refer to them by the same name in your art note in the manuscript. For example, in the manuscript you would place the art note [insert photo 1], and name your graphic file “Photo 1.”
- Please save each of your images separately at the resolution suggested below. TIFF files are preferred, but almost any format is usable. JPEGs should be saved with a minimum amount of compression. You may send your images on a CD, or put them on our ftp site. Files need to be high-resolution at the largest size they are likely to appear in your book. Follow the guidelines below:

Photos need to be 300 dpi. Interior photos will be converted to grayscale by our designers. Please send the largest photo available, with a minimum amount of manipulation. Our professional designers will size, sharpen, correct contrast, etc.

Line illustrations, maps, cartoons, handwriting, or any other image that is black and white line art needs to be scanned at 1200 dpi. Most scanners have a “black and white” option that will create an appropriate image.

The best results may be obtained by sending in your artwork for our graphics department to scan. Please do not send irreplaceable artwork or photos. We cannot be responsible for their loss or damage.

Biblical Guidelines

- Preferred style is to *not* capitalize pronouns referring to God. If you decide to capitalize the pronouns please keep in mind that it is almost impossible to be consistent.
- Scripture references should use the following conventions:

Use Arabic numbers rather than Roman numerals when referring to books of the Bible (1 John or 2 John rather than I John or II John).

Verse numbers that are in the same chapter should be divided by a comma *and a space* (John 3:16, 19, 21 rather than John 3:16,19,21).

Consecutive verse numbers are indicated by a dash (John 14:1-5), a range of chapters should be indicated by an en dash (John 13–16).

- When quoting Scripture within a paragraph, the period should be included after the closing parenthesis which contains the reference. If the quotation ends with a question mark or exclamation point, place it within the quotation marks and place a period after the closing parenthesis. For example:

Jesus says, “You are the light of the world. A city on a hill cannot be hidden” (Matt 5:14).

Jesus says, “If you love those who love you, what reward will you get? Are not even the tax collectors doing that?” (Matt 5:46).

- When quoting Scripture in a list, no period is needed after the closing parenthesis. Include the proper punctuation in the quotation. For example:

“You are the light of the world. A city on a hill cannot be hidden.” (Matt 5:14)

“If you love those who love you, what reward will you get? Are not even the tax collectors doing that?” (Matt 5:46)

- At the beginning of your book, please indicate the primary version of the Bible you have used. The permission statement for this version will be included on the copyright (verso) page. When using a different version, please indicate so within the parenthesis with the biblical reference (John 14:4 NKJV).

Permissions

- You are responsible for acquiring written permissions for quotes and references used in your book. We will be happy to help if you have questions about how to do this. It is always better to err on the side of getting permission rather than assuming that your usage will be okay.

Helpful Resources

Chicago Manual of Style

The CMS is long considered the standard for book editing. It is expensive to purchase, but may be available at your library or you may find it used. A useful online site, www.chicagomanualofstyle.org, is available with a free 30-day trial period and subscription options.

The Christian Writer's Manual of Style

An excellent, affordable resource published by Zondervan. We highly recommend you purchase a copy for your reference library. It has helpful sections on Bible permissions, capitalization, and proofreading as well as clear guidelines on punctuation usage.

www.biblegateway.com

An easy-to-use site to quickly look up Scripture in several different versions. To help with accuracy, you can simply copy and paste the text directly into your document. It will need a little cleaning up, but you can be more confident that you have the text and punctuation correct.

Other online resources like dictionaries, thesaurus, and encyclopedias make reference quick and easy. We encourage you to use these sources to check on capitalization, spelling, and usage issues.

A clean, accurate manuscript will create a much easier publishing process, and a more professional finished book! If you have any questions, feel free to contact us.