



Publishing Checklist for Manuscript Submission

You will need the following item(s) to submit your manuscript to Xulon Press. From time to time an author will already have a “print-ready” book cover design and/or “print-ready” typeset text. If so, please also refer to our Print-Ready Guidelines.

http://www.xulonpress.com/print_ready.htm

- A completed, proofread, and edited manuscript in Microsoft Word format and at least 10,000 words or 48 pages in length. Your manuscript must be submitted as a single document. Please follow instructions in our Manuscript Preparation Guidelines. <http://www.xulonpress.com/downloads/pdf/XulonGuidelines.pdf>
- A separate graphic file (.tif or .jpg format, 300 dpi, Grayscale) for each picture that will be placed within the interior of the book. Graphics files should be named according to the order in which they will appear in your manuscript, not named by content. For example, if Graphic #1 in your book is “Baby Picture of Nanny” the file should be named “01” not “Baby Picture of Nanny.” In your manuscript, indicate where a graphic is to appear in the text with a bracketed, boldface note. For example, **[GRAPHIC #1]**. Please number graphics in sequential order, according to the same bracketed, boldface placement notations you indicated in your manuscript. Again, please follow instructions in our Manuscript Preparation Guidelines.
<http://www.xulonpress.com/downloads/pdf/XulonGuidelines.pdf>
- A photo of the author (.tif or .jpg format, CMYK, 300 or 600 dpi, 2” x 2” printed size) for the back cover. This is optional.
- Write your book’s back cover copy of 150 words or less. You will be required to submit this when you submit your manuscript.
- Write your author-biography of 150 words or less. You will be required to submit this when you submit your manuscript. This will also appear on your book’s back cover, along with your back cover copy.
- We will need your mailing address, a daytime telephone number, and your email address. Please use a single email address for all communication with Xulon Press.
- We will need your Social Security Number or Federal Tax ID.

5 THINGS TO DECIDE BEFORE YOU SUBMIT YOUR MANUSCRIPT

(Please ask for details or for further clarification)

1. Your book’s trim size (5x8, 5.5x8.5, 6x9, 7.5x9.25, 8.25x11)
2. Your form of payment (check, money order, credit card)
3. Your book’s binding style (hardcover and/or paperback)
4. Your distribution program (North American and/or International)
5. Your book’s “returnable” status (returnable or non-returnable)