L. COOPER PRESS

A. FORMATTING:

Formatting for ebooks and print editions may be slightly different from formatting your manuscript to send to an agent and/or a commercial publisher, so please read the directions carefully. Correcting your manuscript now will prevent costly delays in processing your manuscript for publication. Therefore:

The word count on novels should fall between 55,000 - 100,000 words. If your novel has a larger word count, please contact us.

- All submissions must be submitted in MS Word. NO EXCEPTIONS
- A good font would be Times New Roman or one similar in 12 pt
- Double-spaced
- 1" – 1 ¼" margins
- Do not use fancy fonts or pretty designs. They do not format well
- Unlike preparing a manuscript for an agent, do NOT include a header or footer
- Do not number your pages
- Begin your new chapter approximately 1/3 of the way down the page
- Indent the first line of each paragraph by either 0.3 or 0.5. Either will format well, so try both and choose. Under Format, select Paragraph, and In the Special box, select First Line, and in the next box, choose the number
- Do not double-space between paragraphs except for a scene break within a chapter
- One space after a period
- Insert a page break at the end of each chapter. After you've written the last sentence of that chapter, hit the enter/return key once, then under INSERT at the top of the finder when MS Word is open, select PAGE BREAK. Doing so will take you to a new page where you will begin your new chapter
- Please do not use your tab key for new paragraphs. The easiest way to format is to set your margins and paragraph instructions under the heading FORMAT in MS Word. Then you simply strike the return key for each new paragraph. If you center your chapter headings, please use Align Center in the toolbar instead of using your tab key
- Please format an ellipsis as either . . . with one space between, or space after last word and then all three dots together ... The formal four dots at the end of a sentence is not needed. Simply use the three dots. CAUTION: restrict your use of an ellipsis. Too many is a red flag for the reader.
- Scene breaks should be simple. * * * is recommended

A good reference source is
https://owl.english.purdue.edu/owl/section/1/6/
Another punctuation source:
http://grammar.about.com/od/punctuationandmechanics/a/punctrules.htm

B. AVOID WRITING LIKE AN AMATEUR:

- Control your POVs. No 'head-hopping in the same scene. If you need the other character's thoughts, insert a scene break and write a scene from his/her POV even if it's only a paragraph
- Find and kill those clichés: like a bat out of Hell; higher than a kite; ace in the hole; etc. Instead, use your imagination and talent as a writer

C. COPYRIGHT INFRINGEMENTS:

CRUCIAL: Omitting this next step will cause us to reject your manuscript

After you've corrected your formatting, POV misuses, and you've killed those clichés, you should go through your manuscript once more before you send it.

This time you MUST delete copyright infringements. Your manuscript MUST be free of all infringements.. Some examples and suggestions on how to avoid a rejection, and worse, lawsuit if it slips through the system and is published:

* Do not use the names of places of business. Walmart is highly sensitive of its name and must not be used, especially in a negative light. The same applies to ANY business unless you have contacted their legal department and received permission. One exception is Denny's restaurant, but only used in reference and certainly not in a negative light.
* Instead of the copyright-protected word Kleenex, use tissue
* Instead of Coke, Pepsi, etc, use soda
* Instead of using brand names - ex: jewelry/clothing/shoes/handbags, use diamond ring, gold necklace, leather handbag, etc
* absolutely do NOT use the name of a real person, even if you transpose the spelling of his/her name, nor describe a person in such a way he/she could recognize himself/herself or in a way anyone could recognize him/her.
* absolutely NO song lyrics. The music industry is highly protective of their copyrights, and artists seek damages. The same applies to book text in novels, non-fiction, etc. If you've used a quote, you MUST have written permission from the source.
* No Bible quotes except for public domain editions.
* If something in your manuscript is in question, please Contact Us.

D. SUBMITTING YOUR MANUSCRIPT:

Only now is your manuscript ready to send.

- Send via email with your manuscript as an ATTACHMENT. Do NOT paste into body of email.
- Please include the following information:
1. Author's Name and Pseudonym
2. Address
3. Email Address
4. Phone Number
5. Title of Manuscript
6. Genre
7. Word Count
8. Short synopsis so the evaluator can see if you're accomplishing your goal.

I personally prefer the 'front' matter - byline, reviews, if you have any, acknowledgements, etc - to be formatted a little differently than most. Once you have begun the process to publish with us, I will send a link to one of my books in the Kindle format, plus the actual finished formatted manuscript ready for print through CreateSpace - another different formatting process - so you can see how my ideas appeared in the finished product. But it is YOUR book, YOUR royalties, so you may format the front matter how you wish.

E. UNAACEPTABLE MANUSCRIPTS:

At this time, we do **NOT** accept:

1. Erotica
2. BDSM
3. Pornography
4. Manuscripts containing illegal acts if they're depicted as acceptable and/or favorable: rape, incest, sexual acts upon/with minors, murder, bestiality. If your manuscript is in question, contact us.