

Scanned Book Guidelines

These guidelines **ONLY** apply if you have chosen to format and submit a hard copy of your book and intend to have Xulon Press scan it **EXACTLY** as you submit it. The scanning process will create a duplicate of what you submit. The scan method allows you to customize the interior design and layout of your book before submitting your file.

Unfortunately, Xulon Press does not offer training in how to format the interior of your scanned book (though we do provide guidelines).

Note: Please consider allowing the professionals at Xulon Press to typeset your book by submitting a Microsoft Word document. These services are **included** in the cost of your publishing program. Any variation from these guidelines may cause a delay.

Scanned Book Instructions for Copyright and Title Page:

We will prepare the first two pages of your book, which includes the title and copyright pages. We will use your original title and copyright pages as the suggested template. You **CAN** submit your file without the ISBN #.

1. Your title page should include the following:
 - Title of book.
 - Subtitle (if applicable).
 - Author name/pen name.
2. The copyright page should include the following:

We will create this page for you, but we need the Bible information in order to do so. Indicate on the copyright page which version(s) of the Bible you will use by inserting this paragraph on the copyright page:

Unless otherwise indicated, Bible quotations are taken from_(version{s}) of the Bible. Copyright (c) (year) by ____ (publisher).

If you DO NOT have Bible quotations, please insert the following statement:

No Bible information required

Note: We will add additional pertinent and necessary verbiage to the copyright page

Keep in mind that you will review your title page and copyright page AFTER our typesetters format them.

Scanned Book Guidelines

Text Guidelines:

1. We can publish books of up to 1200 finished pages (selected trim size will affect page count) and no less than 18 finished pages. **Your finished book will not have text on the spine if it has less than 80 finished pages.**
2. Please submit the final version of your manuscript; make sure to include headers and footers (if applicable) and page numbers along with any graphics that you wish to have in your book.
3. For every blank page you want in your finished book, include a full blank page in the hard copy of your book that you submit to us. The final page count must be divisible by two. The last page of your hard copy must be a blank page so that we can add required printer information and the ISBN # (See also #4).
4. Include a list of blank pages. Make a list of all blank pages (indicating the page number where it appears in the hard copy), and include it with the printout of the hard copy of your book (place it directly on top as you would a cover file. This makes it easy for us to find).
5. Make certain that your hard copy complies with the **Trim Size Guidelines** per your trim size (See Trim Size Guidelines below). You will be asked to resubmit if your hard copy does not comply.
6. Do not include crop marks on your pages.
7. Pages should be centered (left to right and top to bottom).
8. If your page has a smudge or other defect on it, that smudge or defect will appear on the finished scanned book.
9. Do not print your manuscript using the front and back setting. Print your hard copy on one side of the paper only. Your hard copy will be scanned in black-and-white, not in color.

Note: If you have an ebook included in your package please be advised that devices on the market do not support specific fonts/characters from languages other than English. Therefore, Xulon cannot guarantee that these special fonts/characters will come across correctly on devices after your file has been converted, also if you have page/Bible references in your book, it will not display on the ebook device since there are no page numbers by default.

Scanned Book Guidelines

Graphic Guidelines:

1. **The maximum number of graphics allowed is 50.** All graphics should be printed in high resolution (600 dpi is recommended), on high-quality paper, and according to your trim size.
2. A graphic is any picture, icon, design element, graph, chart, table, text box, pullout quote, border, etc. Anything that is not straight text is considered a graphic.
3. Graphics must be grayscale within your hardcopy. Manuscripts will **NOT** be accepted with color graphics.
4. We cannot guarantee your images will appear as you might expect—particularly photographic images. If your book contains graphics that are old, blurry, fuzzy, too dark or too light, please note that when they are printed in your book, they may not always reproduce well. There may also be some color variance between print runs.

Recommendations and packaging of your book

- Your hard copy should be prepared and laid out exactly how you want it to appear.
- Use high-quality paper to print your hard copy.
- We recommend you print your hard copy using a laser printer. Laser printing is far superior to inkjet printing. Graphics specifically, should not be printed via an inkjet printer. If you do not own a laser printer, we recommend you consider printing your hard copy at a Kinko's, Office Depot, or another business services center.
- Carefully package your hard copy: Remember, any wrinkles, folds, dirt, smudges, or other marks that are on the printed copy will be detected by the scanner and show up in your finished book. Xulon Press will not be responsible for these types of marks in your finished book.

Scanned Book Guidelines

Trim Sizes

Size	Trim Size	Hardcover Option	Paper Stock
Small	5 x 8	Not Available	Crème or White
Small	5.06 x 7.81	Not Available	White
Small	5.5 x 8.5	Available in hardcover	Crème or White
Small	5.83 x 8.27	Not Available	Crème or White
Medium	6 x 9	Available in hardcover	Crème or White
Medium	6.14 x 9.21	Available in hardcover	White
Medium	6.69 x 9.61	Available in hardcover	Crème or White
Large	7.44 x 9.69	Not Available	White
Large	7.50 x 9.25	Not Available	White
Large	7 x 10	Available in hardcover	White
Large	8 x 10	Not Available	White
Large	8.25x11	Not Available	White
Large	8.268x11.693	Not Available	White
Large	8.5 x 11	Available in hardcover	White

Trim Size Guidelines

Below are guidelines for all trim sizes.

If you have any questions, please contact your Representative toll-free at 1-866-381-2665. They can help answer questions regarding these guidelines





























