

Deeper Revelation Books

Manuscript Submission Guidelines / Detailed Instructions

PLEASE NOTE: If you have already laid out your manuscript and it is not according to the guidelines below, please contact us. For your initial submission especially, you can send your manuscript in its present form. Especially if your book is already in Adobe Pagemaker or Adobe InDesign, we would not want you to remove your formatting. If you have numerous illustrations already in place, and reformatting would be a problem, we are flexible.

STEPS TO TAKE IN SUBMITTING YOUR MANUSCRIPT:

- **Statement of Faith**—Make sure your book is in agreement with our statement of faith.
- **Contact Information**—Include in your email or mailed package general information about yourself and your book (mailing address, preferred email address, website, phone numbers, short bio, church affiliation, ministry positions, etc). You can download the “**Author Information Form**” to help you with this.
- **Motives and Purposes**—Include in your initial communication to us your reasons for writing and/or publishing the book and what your intentions are regarding its future (what you hope to accomplish with the book, such as: distribution primarily through your ministry, distribution through your company, promotion to bookstores nationally and internationally, etc.). If your book is approved and accepted, later on as we develop our promotional plan, we will ask you to supply a list of key leaders and/or organizations to which you intend to promote your book. You can download the “**Book Information Form**” to help you with this.
- **What NOT to do**—DO NOT try to lay out your book with complicated formatting or in Microsoft Word, Microsoft Publisher or similar programs. Normally we only use InDesign in the final format so that your book can easily be adapted to the industry e-book standards. There are exceptions to this rule, but usually this is our method.

Your manuscript should preferably be in one of the following file formats:

Microsoft Word Document* (normal format)

Adobe InDesign

Adobe Pagemaker (must be converted Adobe InDesign once we receive it)

Other formats will be considered on an individual basis

Don't concern yourself with changing your format if you have already laid out your book in a format other than what we request. First submit your manuscript and once approved we will guide you through the necessary steps.

- **Sending Your Manuscript**—You may send your manuscript by email to: info@deeperrevelationbooks.org or you may mail it to us on a disk to:

**Deeper Revelation Books / Submissions
P. O. Box 4260, Cleveland, TN 37320**

STEPS TO TAKE IN RE-SUBMITTING YOUR MANUSCRIPT FOR EDITING AND GRAPHIC DESIGN AFTER APPROVAL OF YOUR BOOK:

- **Contract**—After your manuscript is approved, you may need to resubmit it after implementing certain changes in the layout and organization of content (as stated below). It will also be necessary for you to download the DRB contract and sign it, sending your signed copy to our mailing address. An official with DRB will also sign the contract and send you back a copy for your records.

CHANGES IN LAYOUT:

- **Font**—Please use 12 point black type and preferably Times New Roman font.
- **Spacing**—Your manuscript can be single spaced or double-spaced. We prefer just a single space between paragraphs and about five returns between chapters.
- **Spacing Between Sentences**—Allow only one space between sentences (two spaces is an outdated rule). Please note, if you have written your book using the old rule of two spaces between sentences, it is very easy to use the "Find and Replace" mode in Microsoft Word. Open up "Find" and type in ONLY two spaces, then open up the "Replace" and type in ONLY one space, then hit "Replace all." Automatically all the necessary changes will take place in your document. It would be wise, however, to scroll through and make sure that nothing else was inadvertently changed in the process.
- **Chapter Titles and Subtitles, Flush Left**—Please flush all chapter titles and subtitles to the left. Make the chapter titles all caps. Make the subtitles title-case (the first letter of each word capitalized). You can make them bold or italic in order to stand out if you choose to do so. Please do not change the font. Have one font in your entire document.
- **Preliminary Pages**—Be sure to include your Table of Contents (no page numbers necessary) and all preliminary pages and sections (Endorsements, Title page, Dedication page, Foreword, Introduction, etc).
- **Cover Description**—Include a separate file containing statements that you want included on the cover (suggested title and subtitle, your name as you want it to appear (or pseudonym), endorsements, biographical statements, pictures). The biographical statement typically should be about 50 to 75 words and the book description should be 150 to 200 words. Pictures must be high-resolution (300 dpi or higher is preferred). We will discuss your cover design preferences with you when we get to that stage in the book's production.
- **Instructions**—Place any suggestions or instructions that are not part of the book in COLORED type (preferably GREEN). *Note: we may not be able to honor all requests.*
- **Inserts and Illustrations**—Please send COPIES of any inserts, graphs or pictures you want included, with clear placement instructions and captions (if applicable). Do NOT send your ORIGINALS. Pictures should be high-resolution (300 dpi or more). If they are older pictures, and high resolution versions of the picture are not available, we can enhance them in Photoshop. *Note: this can be done later, after the initial submission of the written material.*
- **Permission Statements and Citations**—Make sure that you have permission statements for material you have taken from other copyrighted sources that are not public domain, or if they are short quotes, make certain that you have properly cited your sources. If you have published with another company previously, we must have an official signed release from your previous publisher allowing you to publish with us.

SPECIFIC INSTRUCTIONS CONCERNING QUOTATIONS FROM THE BIBLE:

REMEMBER, YOU DO NOT NEED TO IMPLEMENT THESE INSTRUCTIONS UNTIL AFTER YOUR BOOK HAS BEEN APPROVED.

- **Quote Marks**—When quoting from the Bible do NOT use quote marks around scriptures unless the passage is within a paragraph. If it is indented and posted independently, do not put quote marks unless the passage is one in which God or a person is speaking directly (examples below).

Two Correct Examples (One Without and One with Quote Marks:

There is the therefore now no condemnation to those who are in Christ Jesus, who do not walk according to the flesh, but according to the Spirit (Romans 8:1).

“For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life” (John 3:16).

Notice in the last scripture, quote marks were used because it is a direct quote of Jesus.

- **Primary Bible Version**—Once you determine which Bible version is your primary source, a statement should be placed on the copyright page such as the following:

All scripture quotations, unless otherwise noted, are taken from THE NEW KING JAMES VERSION copyright (c) 1982 by Thomas Nelson, Inc. Used by permission. All rights reserved.

- **Acronyms for Bible Versions Other Than the Primary Version**—Authors must state their primary Bible version on the copyright page of their books. They should use the authorized acronyms for all others whenever other versions are used in the book. **We must have a list of all Bible versions used in your book as permission statements must be included on your copyright page.** We have a list of the permission statements for most well-known translations, so you do not need to secure that.

Do NOT use the acronym for your primary version throughout your book, unless you mix versions in a particular quote and have to show what all the sources are. In such a case, the acronyms should be in the order in which they appear in the Scripture (example below of a book in which the NKJV is the primary version).

There is the therefore now no condemnation [no adjudging guilty of wrong] to those who are in Christ Jesus, who do not walk according to the flesh, but according to the Spirit (Romans 8:1 NKJV, Amp).

Notice that brackets are used for the inserted version and the acronyms for both versions appear at the end of the quote, even though the New King James Version is the standard version for that particular book.

- **Bible Book Abbreviations**—You can download our list of commonly used Bible book abbreviations. There are many such lists available. You can use your own, but whatever list you use, it will need to stay consistent throughout the book.
- **Bible Version Acronyms**—You can download our list of commonly used Bible Version acronyms, with standard permission statements.

TRANSFERRING SCRIPTURE FROM YOUR COMPUTER BIBLE PROGRAM:

- Writers normally “copy and paste” scriptures from their Bible program into the book on which they are writing. Often this results in undesirable formatting issues, such as:
- **Retention of Verse Numbers**—Often Bible programs will retain the verse number and post it at the beginning of each verse you “copy and paste.” This has to be redone to be used in your book. Simply remove the individual verse numbers from each verse quoted, then state at the end all the verses used, such as: (Genesis 1:1-4)
- **Wrongly Capitalized Words**—One good example of this problem is found in the New King James Version. In the hard copy (paper copy) of The New King James Version, words in a verse will be randomly capitalized because sometimes it is printed in “poetry style” with the beginning word of many phrases capitalized just because it comes after a comma and starts on a new line. You will need to change these wrongly placed capital letters and make them lower case.

YOUR EDITOR CAN DO THESE THINGS / THE MAIN THING: CONSISTENCY

You may not want to implement all of these requirements. Your editor can do it for you. However, that will incur a charge per hour. If you want to avoid these extra charges, we suggest that you implement the changes yourself.

Sometimes authors may go by a slightly different standard in these kinds of situations. It is possible that the author’s method could be approved and for that particular book, no changes would need to be made. The most important thing is consistency, that a set rule is implemented throughout the book so that it becomes the standard for that book (such as a different list of Bible book abbreviations). You will need to discuss these things with your Book Mentor and/or Assigned Editor.

OPTIONAL PAPER COPY

Along with your digital copy (either emailed or sent to us on a CD), we may ask you to send us a printed paper copy. You are not required to send this with an initial submission. This is a decision you will make with your book mentor once your work is approved. If a paper copy is requested, please send it according to the following specifications:

- 1” margins on **8.5 x 11** white paper (do NOT format your manuscript to the size book you intend to print, like 5.5 x 8.5 or 6 x 9).
- Put page numbers in upper or lower right hand corner.
- Use only black type for the book text, according to specifications mentioned above.
- Place any suggestions or instructions that are not part of the book in **COLORED** type (preferably GREEN). *Note: we may not be able to honor all requests.*
- This copy can be single-spaced or double-spaced, but make sure it is the same layout as the digital version.
- Be sure to include everything mentioned above, such as the Cover Description.
- Send your paper copy to the address provided above.
- These paper copies cannot be returned because of the editorial process.

