

Ideas into Books[®]

W E S T V I E W

P.O. Box 605, Kingston Springs, TN 37082
www.publishedbywestview.com www.ideasintobooks.net

Dear Author,

As you reflect on possibilities for publishing your book, we appreciate your consideration of self-publishing through *Ideas into Books*[®] WESTVIEW. You are invited to compare our included features (Addendum 1) with similar publishing plans offered by others. This is our typical process:

1. Review the agreement found on the following pages. Please feel free to call or email if you have questions.
2. Print and complete the agreement by filling in all blanks. Initial and/or sign each page. Make and keep a copy for your records. Mail the other copy with your payment, photographs, and files to the address above OR scan and return by email, making payment using the OPTIONS page on our website.
3. Either e-mail your files as an attachment or enclose a CD or flash drive with your return mailing.
4. Your manuscript goes into the queue in the order in which payments are received. Once you reach the top of the queue, it takes an average of 2-3 weeks before you get a draft of your layout.
5. We will undoubtedly be communicating several times during this period regarding photos, cover design, and other issues.
6. We'll prepare an author's proof (printed double-sided on 8.5x11 paper) for your review. Please remember that corrections to the layout are made at our expense; if you request corrections to your text block, those corrections and any necessary adjustments to the layout will be made at your expense, as detailed in the Book Publishing Agreement. You will write your correction on the author's proof.
7. After you are finished making your corrections to the author's proof, mail or bring it back to us and we will transfer those corrections to our computer file. If you request changes or corrections to your text block, payment must accompany the proof.
8. Once any corrections are complete, we'll submit the manuscript to the printer, who will print an advance copy of your bookstore quality book. This will take approximately two weeks from the point at which you sign off on the final version of your manuscript.
9. The advance copy is shipped directly from the printer to you for your review. We must receive approval of the advance copy in writing or by email before the first order for multiple copies is placed, or you may send additional changes which will be made at your expense. Charges will include the additional fees required for resubmission to the printer as detailed in the Book Publishing Agreement.
10. Once we have received your approval of the advance copy, your book will be available for purchase and you will be able to place an order for as many books as you wish. Other than between Nov. 1 and Dec. 30, it takes an average of one to two weeks after an order is placed for the books to reach you at your home address. During those dates, print and ship deadlines will be published on the Ingram Spark website.

For additional information, email info@ideasintobooks.net

Thank you again. Please feel free to contact me with any questions.

Sincerely, Mary Catharine Nelson, Publisher
Ideas into Books[®] WESTVIEW, info@ideasintobooks.net



2022 Book Publishing Agreement

1. SCOPE OF AGREEMENT

Ideas into Books[®] WESTVIEW (hereinafter referred to as "PUBLISHER") and _____ (hereinafter referred to as "AUTHOR"), agree in accordance with the terms and conditions of this Agreement and the attached Schedule(s), to conduct business as described herein and in the Schedule(s). This Agreement and the attached Schedules, notwithstanding any oral communication between either party, shall constitute the complete and total extent of the services being provided.

2. TERM OF THE AGREEMENT

The term of this Agreement shall be for the period commencing on the date this Agreement has been signed by PUBLISHER and by AUTHOR and continuing until terminated by either party by at least thirty (30) days written notice.

3. ADDRESSES OF THE PARTIES

PUBLISHER: *Ideas into Books*[®] WESTVIEW, P.O. Box 605,
Kingston Springs, Tennessee 37082 info@ideasintobooks.net

AUTHOR ADDRESS: _____

AUTHOR PHONE/EMAIL: _____

4. RECITALS

AUTHOR desires to engage the services of PUBLISHER in publishing, printing, and assistance with orders, collecting payments, and remitting royalties to AUTHOR, for the following literary work (hereinafter referred to as the WORK): _____.

5. RIGHT TO REPRODUCE

A. To facilitate the creation and distribution of this book, the AUTHOR, as Copyright Holder, hereby grants to PUBLISHER a limited license during the term of this Agreement: (i) to photograph, copy, duplicate, reproduce, and otherwise depict, by any method or means available to PUBLISHER, the WORK to which this agreement pertains, (ii) to sell or distribute any such photograph, copy, duplicate, reproduction or depiction of the WORK, through sales channels including, but not limited to, Internet, retail outlets, catalog, education, trade, advertising or promotion, for as long as PUBLISHER shall own or have the right to sell or distribute the WORK, and (iii) to use the title of the WORK and the name, portrait, picture or likeness of the Copyright Owner.

Initials: PUBLISHER _____ AUTHOR _____

B. PUBLISHER hereby represents and warrants: (i) that he shall give the Copyright Owner appropriate credit on the cover of the WORK, (ii) that he shall not utilize the reproduction, photograph, or duplicate without the Copyright Owner's prior approval.

C. AUTHOR hereby represents and warrants: (i) that s/he is the creator of the above-described literary work, (ii) that s/he has full right, power and authority to make this Agreement, (iii) that PUBLISHER may exercise the rights granted herein without violation of any law, including any copyright law or law relating to the right of privacy, and without infringing in any way the rights of any person or corporation.

D. AUTHOR retains full ownership of the copyright, all serial rights, broadcast rights, or other rights of authorship. PUBLISHER owns the ISBN.

6. INDEMNIFICATION

AUTHOR and PUBLISHER shall indemnify and hold each other harmless from any and all losses, claims, damages, liabilities, costs and expenses (including reasonable attorney's fees) arising out of any violation by the other of the terms of this Agreement. Such indemnification obligations shall survive the termination of this Agreement.

7. WARRANTY

PUBLISHER warrants that the Services will conform to their respective functional and technical specifications.

8. LIMITATIONS OF LIABILITY

A. PUBLISHER's sole obligation in case of any breach of its warranties set forth in this Agreement shall be to use reasonable efforts to correct any and all Services that are not in compliance with the warranties provided.

B. In no event will either party be responsible for special, indirect, incidental, or consequential damages which the other may incur or experience on account of entering into or relying on this Agreement and the Schedule(s) hereto, even if the other party has been advised of the possibility of such damages.

9. LAWS AND GOVERNMENTAL REGULATIONS

The parties to this Agreement shall be responsible (i) for compliance with all laws and governmental regulations affecting their respective businesses and (ii) for any use it may make of the Services to assist it in complying with such laws and governmental regulations.

10. DEFAULT

It shall be a breach of this Agreement if either party (i) fails to pay when due any sum of money due hereunder or pursuant to any of the Schedule(s) hereof, or (ii) defaults in the performance of, or fails to comply with any provision of this Agreement.

Initials: PUBLISHER _____ AUTHOR _____

11. CONFIDENTIALITY

A. PUBLISHER acknowledges that AUTHOR may provide information to PUBLISHER regarding upcoming literary works, and will not disclose any data, electronic messages, or any other information to any third party regarding such works.

B. PUBLISHER acknowledges that it will receive confidential information from customers. PUBLISHER shall use all efforts to provide protection for confidential information, including measures at least as strict as those PUBLISHER uses to protect its own confidential information, but no less than a reasonable duty of care.

C. PUBLISHER shall not use confidential information received from customers or web site visitors for any purpose other than that of fulfilling PUBLISHER's obligations under this Agreement, nor will the confidential information, or any part thereof, be disclosed, transmitted, sold, assigned, mined, aggregated with another client's information, leased or otherwise disposed of, or made available for access by third parties, or be commercially exploited by or on behalf of PUBLISHER, its employees or agents, except as expressly authorized by this Agreement.

D. PUBLISHER shall adhere to all privacy and data protection laws applicable to its gathering, processing, storing, and transmitting of customer information.

12. GENERAL

A. The parties acknowledge that they have not been induced to enter into this Agreement by any representation or warranty not set forth in this Agreement.

B. If any provision of this Agreement (or any portion hereof) shall be held to be invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remainder of this Agreement shall not in any way be affected or impaired thereby.

C. The individuals executing this Agreement and the Schedule(s) hereto on behalf of the parties each represent that they are duly authorized to execute this Agreement and the Schedule(s) hereto on behalf of their respective principal.

D. This Agreement shall be governed by the laws of the State of Tennessee, without giving effect to principles of conflicts of law.

E. The performance of any obligation hereunder by PUBLISHER will be excused if prevented by acts of God, third party providers outside the control of PUBLISHER, public enemy, fire or other casualty, labor dispute or, without limiting the foregoing, any circumstances beyond PUBLISHER's reasonable control.

F. This agreement is non-transferable and non-exclusive.

G. Either party may terminate this agreement for any reason upon written notification.

By: _____ Date: _____
Mary Catharine Nelson *Ideas into Books*[®] WESTVIEW

By: _____ Date: _____
Signature of Author Printed Name of Author

2022 Schedule 1

PUBLISHER agrees to:

1. PUBLISHER will a) work with AUTHOR to determine a layout suitable to the WORK, b) take AUTHOR's manuscript as specified in Schedule 2 and format it as appropriate with page headers, footers, page numbering, correctly sized page margins, title page, copyright page and other materials according to the author's preference, c) fully design a 4-color cover appropriate to the WORK, and d) present the completely formatted manuscript to the author, printed two-sided on 8.5x11 paper. This working document is called the AUTHOR'S PROOF copy.
2. Upon receipt of the corrected Author's Proof copy, PUBLISHER will make corrections to *the layout* of the document at the PUBLISHER's expense. AUTHOR requested corrections to *the text block* and any necessary layout adjustments required as a result of these corrections will be made at the rate of \$60.00 per hour, billable to the AUTHOR. Additional Author's Proof copies will be provided at ten cents per page, payable in advance. After the initial revision to the Author's Proof, additional revisions will be made at the AUTHOR's expense at the PUBLISHER's text-block rate currently in effect, but not less than \$60 per hour, in one-hour increments with a minimum of one hour charged. In addition, if the AUTHOR requests interior corrections or changes *after the generation of the Advance Copy* (see below), an additional fee of \$225 per interior re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.
3. PUBLISHER will develop a full-color custom, original cover design designed to meet the initial criteria of the AUTHOR, including type style, illustrations, back-cover story summary, author bio, and full-color author photo. Cover is designed to meet the criteria set out by the AUTHOR *before* work on the cover is begun. If the AUTHOR desires changes made to the cover that were not defined prior to the beginning of work on the cover, changes will be made at the AUTHOR's expense. Changes will be billed at the PUBLISHER's cover rate charge currently in effect, but not less than \$250 per hour, with a minimum of one hour charged. In addition, if the AUTHOR requests cover corrections or changes after the generation of the Advance Copy (see below), an additional fee of a minimum of \$225 per cover re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.
4. The "Advance Copy" is the first copy provided *by the printer* for final review so that PUBLISHER can insure that the production copies will meet standards. THE ADVANCE COPY IS NOT A PROOF of the AUTHOR's or PUBLISHER's work. The Advance Copy is a proof of the PRINTER's work only, and must be approved before any order can be placed and filled. If AUTHOR desires additional changes to the WORK that were not determined prior to submission of the manuscript to the printer, additional charges will be incurred for revisions and resubmission of files, and are made at AUTHOR's expense.

Initials: PUBLISHER _____ AUTHOR _____

AUTHOR-requested changes after the book has been submitted to the printer will be billed at the PUBLISHER's interior text block rate currently in effect AND/OR the PUBLISHER's cover rate currently in effect, as above. An additional fee of a minimum of \$225 per interior re-submission and/or \$225 per cover re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.

5. IMAGES PROVIDED BY THE AUTHOR IN HARD COPY FORMAT

AUTHOR will pay \$10.00 per image for each image needing to be scanned by PUBLISHER, regardless of whether the image is black and white or color, in addition to any inclusion fees incurred in paragraph 6 below. This does not apply to images scanned for the cover, which are included in the contract price.

6. IMAGES PROVIDED BY THE AUTHOR IN DIGITAL FORMAT

PUBLISHER will incorporate 300-dpi, full-sized digital images or photographs in .tif or .jpg format into the manuscript at a charge of \$15.00 per image including formatting the image into black and white or color corresponding to interior, image placement, and sizing. This is in addition to any scanning fee, if required, as defined in paragraph 5 above.

7. PUBLISHER will arrange for print-on-demand services with a high quality print services provider.

8. PUBLISHER will submit the WORK to the Ingram Book Distribution Catalog, Amazon.com, and R.R. Bowker's Books In Print, so long as the AUTHOR chooses a book size consistent with the current offerings listed in Addendum 4. AUTHOR understands that custom sizes may be available but, if chosen, will limit distribution channels.

9. DUPLICATION AND PRODUCTION

PUBLISHER will be responsible for insuring that high quality copies of the WORK are made available to the author and to other sales and distribution channels directly serviced by the printer.

10. ORDER FULFILLMENT

A. PUBLISHER will work with the printer to insure that orders for the WORK, generated by all sales channels, will be filled in a timely manner, consistent with agreements between PUBLISHER and the distributor.

B. Packaging and shipment of orders shall meet standards consistent with the requested shipping method.

Initials: PUBLISHER _____ AUTHOR _____

11. RECORD KEEPING

AUTHORS desiring wholesale and/or retail distribution are required to set up accounts at www.Ingramspark.com. PUBLISHER will assist with this process if needed and the Ingram Spark form on the next page of this document is completed. The use of Ingram Spark Author Accounts makes it possible for authors to check their sales records online at any time, and for royalties to be paid directly into the author's personal bank accounts.

13. STATE SALES TAXES

Authors will purchase their books directly from IngramSpark, with assistance from PUBLISHER if requested. IngramSpark will collect and remit sales taxes due as required by the laws applying to and in effect at the time of the transaction, including sales to the AUTHOR.

The AUTHOR is solely responsible for collecting and remitting all sales taxes due on sales made directly by the AUTHOR.

Sales taxes will not be collected on book sales to the AUTHOR if the AUTHOR provides a valid and current Tennessee Certificate of Resale.

Initials: PUBLISHER _____ AUTHOR _____

If the AUTHOR chooses to set up his/her own account at www.ingramspark.com, the following temporary password must be used so that PUBLISHER can upload the necessary files: Westview#1. This password will also be used if the PUBLISHER sets up the account. The AUTHOR is free to change the password any time after the files have been submitted and approved. *If the PUBLISHER is to set up the AUTHOR's Ingram Spark Account, the following information is required.*

The answer to any *one* of the following questions:

1. What street did you live on in third grade? _____
2. What is the first name of your favorite childhood friend? _____
3. In what city/town was your first job? _____
4. In what city/town did you meet your spouse/significant other? _____
5. What is the last name of your favorite high school teacher? _____
6. What is your oldest sibling's birthday month and year? _____

AUTHOR'S INFORMATION:

Full legal name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ - _____

Email address (yours or that of a friend or family member who can receive your notices):

Social Security Number: _____ - _____ - _____

ABOUT YOUR BANK: (for your royalty payments – or attach blank deposit slip)

Bank Name: _____

Bank City and State: _____

Bank Routing Number: _____ Account Number: _____

ABOUT YOUR CREDIT CARD: (for your payments to Ingram)

Credit Card Number: _____ - _____ - _____ - _____

Expiration date: _____ / _____ Type: VISA MasterCard AmExpress

Three digit security code on back of card: _____

Name on Card: _____

Billing address for card (if different): _____

City: _____ State: _____ Zip: _____

2022 Schedule 2

AUTHOR Agrees to:

1. PUBLICATION MATERIALS

A. Provide and deliver to PUBLISHER a complete manuscript of the Work in PC compatible electronic file format for the additional formatting required to submit to the printer (See Addendum 3).

B. Complete a QUESTIONNAIRE regarding preferences for formatting the text of the WORK as well as for the design of its cover (See Addendum 4). This formatting questionnaire designates the criteria for the cover, including type style, illustrations, back-cover story summary, author bio, and full-color author photo.

C. Provide and allow photographs, printed materials and written copy to be used in (i) designing and implementing the web site pages, (ii) promoting and publicizing the WORK.

D. The finished manuscript, in PC compatible electronic file format, must accompany the signed contract along with initialed schedules 1,2, and initialed addendums 1, 2, 3, 4, and 5, and the necessary fees.

2. REVISIONS

A. Upon receipt of the formatted Author's Proof on 8.5x11 paper from the PUBLISHER, AUTHOR will make final corrections and submit the corrected Proof to the PUBLISHER prior to PUBLISHER submitting the manuscript to the book manufacturer.

B. Upon receipt of the corrected Author's Proof copy, PUBLISHER will make corrections to *the layout* of the document at the PUBLISHER's expense. AUTHOR requested corrections to *the text block* and any necessary layout adjustments required as a result of these corrections will be made at the rate of \$60.00 per hour. Additional Author's Proof copies will be generated at a cost to the AUTHOR of ten cents per page. After the initial revision to the Author's Proof, additional revisions will be made at the AUTHOR's expense at the PUBLISHER's text-block rate currently in effect, but not less than \$60 per hour, in one-hour increments with a minimum of one hour charged. In addition, if the AUTHOR requests interior corrections or changes after the generation of the Advance Copy (see below), a minimum fee of \$225 per interior re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.

C. AUTHOR will set out the criteria for the design of a full-color cover in Addendum 4 prior to the beginning of work on the cover.

Initials: PUBLISHER _____ AUTHOR _____

If the AUTHOR desires changes made to the cover that were not defined prior to the beginning of work on the cover, changes will be made at the AUTHOR's expense. Changes will be billed at the PUBLISHER's cover rate charge currently in effect, but not less than \$250 per hour, in one-hour increments with a minimum of one hour charged. In addition, if cover changes are requested after the generation of the Advance Copy (see below), a minimum fee of \$225 per cover re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rates currently in effect.

D. The "Advance Copy" is the first printed and bound book from the printer for final review so that PUBLISHER can insure that the production copies will meet the required standards. THE ADVANCE COPY IS NOT A PROOF of the AUTHOR's or PUBLISHER's work. The Advance Copy is a proof of the PRINTER's work which must be approved before any order for multiple copies can be placed and filled. If AUTHOR desires additional changes to the WORK that were not determined prior to submission of the manuscript to the printer, additional charges will be incurred for revisions and resubmission of files, and are made at AUTHOR's expense. Changes will be billed at the PUBLISHER'S interior text block rate currently in effect AND/OR the PUBLISHER's cover rate currently in effect, as above. A minimum additional fee of \$225 per interior and/or \$225 per cover re-submission will be charged, which does not include fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.

3. ORIGINAL PRODUCTION OF THE WORK (if applicable)

A. If the work existed in a previous edition or format, AUTHOR shall bear the full cost of the original publishing costs of the WORK. No amortization of any original costs or costs of previous editions will be applied in any way to copies of the WORK produced under this Agreement.

B. AUTHOR agrees that PUBLISHER shall in no way be liable for any portion of any fees due to the original editing and copywriting services provider.

4. AUTHOR'S FINANCIAL OBLIGATION

A. Make full payment of initial contract and set-up fees as checked and initialed by the AUTHOR in Addendums 1 and 2 prior to the PUBLISHER commencing with its responsibilities.

B. Make full payment for any and all AUTHOR requested changes to the text and cover as in Section 2 above and in Sections 2, 3, and 4 in Schedule 1 prior to those changes being made.

C. Make full payment of \$10 per email for all emails over 100 regarding the same book. This payment must be received prior to the book files being submitted to the printer.

D. Make full payment prior to printing of any publisher provided items, including but not limited to: books, business cards, bookmarks, postcards, and posters.

E. The AUTHOR is responsible for collecting and remitting all sales taxes due on sales made directly by the AUTHOR.

Initials: PUBLISHER _____ AUTHOR _____

2022 Addendum 1

Publishing Options

Check/Initial

For books meeting the publishing guidelines contained in Addendum 3:

1. Publishing of Text Only*, Black-and-White Interior Books

The greater of \$999 or $\$350 + \text{four cents } (\$.04) \text{ per word}$

$\$.04 \times \underline{\hspace{2cm}} \text{ words} = \$\underline{\hspace{2cm}} + \$350 = \$\underline{\hspace{2cm}} \quad \$\underline{\hspace{2cm}} \quad \square \quad \underline{\hspace{2cm}}$

*See next page (Addendum 2) for image costs

2. Color Publishing UP TO 1,000 WORDS AND 40 IMAGES

Paperback or case laminate, color interior \$1,600

Additional words \$.15 per word : $\$.15 \times \underline{\hspace{2cm}} \text{ words} = \quad \$\underline{\hspace{2cm}} \quad \square \quad \underline{\hspace{2cm}}$

Additional images \$25 each: $\$25 \times \underline{\hspace{2cm}} \text{ images} = \quad \$\underline{\hspace{2cm}} \quad \square \quad \underline{\hspace{2cm}}$

For books presented in other formats (voice recording, typed, handwritten):

3. "The Works"

In paperback, dust jacket, or case laminate

$\$.28 \text{ per word} = \$.28 \times \underline{\hspace{2cm}} \text{ words} = \quad \$\underline{\hspace{2cm}} \quad \square \quad \underline{\hspace{2cm}}$

Both Hardcover and Perfect Bound Publishing of Same Book

\$250 in addition to either #1, #2, or #3 above \$250

ALL THE ABOVE OPTIONS INCLUDE:

- ❖ One-on-one custom support for your project.
- ❖ A non-exclusive contract where you retain full rights.
- ❖ Fast-turnaround time on your manuscript preparation.
- ❖ Formatting of your word processing file and provided illustrations to a printer ready digital PDF file.
- ❖ A full-color custom, original cover design designed to meet your criteria, including back cover story summary, author bio, and full-color author photo.
- ❖ ISBN number and barcode provided for you.
- ❖ If printed in one of the standard sizes, submission to Ingram Spark in an account set up in your name and arrangements made for listing the book through the over 25,000 bookstores that purchase from Ingram Books, including Amazon.com. Ingram setup charges of approximately \$50 per book plus \$12/year are billed directly to the author and are not included in the above prices.
- ❖ One author's proof on 8.5x11 paper for pre-publication review.
- ❖ If requested by the author, a web page on the Publisher's website dedicated to the author's works.

Initials: PUBLISHER AUTHOR

2022 Addendum 2

Optional Services Available for Purchase

Check/Initial

Image Scanning and Insertion when supplied as hard copy

(Per image, black and white or color)

_____ images @ \$25.00/image = _____ _____

Image Insertion when supplied digitally @ minimum 300 dpi

_____ images @ \$15.00/image = _____ _____

Proofreading

(Spelling, punctuation, grammar)

_____ words @ \$.045/word = _____ _____

Editing

(Proofreading plus content and sentence structure suggestions)

_____ words @ \$.080/word = _____ _____

Placement of Stock Image Embellishments

_____ image placements @ \$2.00 _____ _____

Ghostwriting

(Per hour of interview, transcribed and edited, *not* including publishing)

_____ hours @ \$280.00/hour = _____ _____

(Per hour of interview, transcribed and edited, including publishing)

_____ hours @ \$350.00/hour = _____ _____

Press Release

(For author submission to media outlets)

\$100.00 _____

Initials: PUBLISHER _____ AUTHOR _____

2022 Addendum 3

Manuscript Submission Guidelines

When *Ideas into Books*[®] WESTVIEW begins to work with you on your book, we will be your partners in advice regarding preparation of your manuscript for print-on-demand publication.

If you are currently preparing your manuscript for publishing, the following guidelines will hold true for any book you want to have published.

Basic Guidelines for Any Digital Manuscript

1. The manuscript should already be typed into a word processor. We can work with a number of different applications, but we prefer to use Microsoft Word. If the work is currently typed on paper, we can arrange for a typist's services at additional cost.
2. All proofreading of your book should be complete. You should be absolutely certain that all spelling, punctuation, annotation and writing are in the final form.
3. All photos and illustrations must be in a digital file format (either jpg or tif), unless prior arrangement for scanning has been made. The most appropriate file format is .tif, with a resolution of at least 300 dpi, since most other image formats lose quality as they are saved to disk.
4. DO NOT use a carriage return (or press enter) at the end of each line if you are double-spacing your manuscript for any reason. The only time "enter" should be used is at the end of each paragraph. To double space, simply select text and format the line spacing at "double."
5. DO NOT complete an index of your book until we have completed formatting and have provided an Author's proof. This will prevent duplication of effort because after the layout is completed you will have to rework the page numbers.
6. Eliminate any custom formatting from your word processing file.
7. DO NOT manually hyphenate your words to make them fit on a line. This will cause problems when the file is formatted for printing. The hyphenation invariably winds up in the middle of a line.
8. DO NOT use spaces to indent a paragraph – use the tab key only.
9. DO NOT use "enter," multiple spaces, different sized type, or a hard carriage return in the middle of a paragraph to make a line space out correctly on your computer. Once again, you can be certain that it will not be in the right position once the file is formatted for printing.
10. If pictures are being submitted for scanning, always give the publisher the original (make a copy for your records first). They will be carefully taken care of and returned to you upon completion. Photocopies of photos will simply not be of high enough quality to include in your work.
11. Always provide a list of typefaces that were used in your document. In manuscripts where the existing format must be retained (genealogies, technical manuals), font specifics are necessary to prevent an undesirable reflow.

Submission of Manuscripts to *Ideas into Books*: Westview

1. A signed contract and a 50% non-refundable deposit must accompany any manuscript submitted to the PUBLISHER. The remaining 50% must be paid before work on the manuscript will begin. No refund of any portion of the payment will be made after completion of the first Author's Proof.
2. PUBLISHER/*Ideas into Books*[®] WESTVIEW retains the right to decline to work with any submitted manuscript for any reason. If a manuscript is rejected by the PUBLISHER, all payments including the deposit will be refunded in full within sixty days of their receipt.

These guidelines apply to every submission. However, each book is different with its very own special characteristics. Please let us know if you have any questions about preparing your material for publication.

Initials: PUBLISHER _____ AUTHOR _____

2022 Addendum 4

Ideas into Books[®] WESTVIEW Formatting/Publishing Questionnaire

Please Indicate Your Preference by checking one of the following options on each line. Please note that while every attempt will be made to meet your choices, not all cover styles and paper types are available in sizes. For actual availabilities, see last page.

Cover style:

1. Matte lamination____; Glossy lamination____
2. Paperback____; Hardback____
IF HARDBACK: Case laminate____; Cloth with dust jacket____
IF CLOTH WITH DUSTJACKET: Blue cloth____; grey cloth____
IF PAPERBACK: Printing on outside only____; Printed both inside and out____

Interior:

1. Black and white printing only____; Color printing____
IF BLACK AND WHITE: White paper____; Crème paper____
IF COLOR: Standard printing____; Standard printing on premium paper____;
Premium printing on premium paper____

Size preference: (Circle one)

4x6 4x7 5x7 5x8 5.5x8.5 6x9 6.5x6.5 7x10 7.5x9.25 8x8
8x10 8.25x10.75 8.5x8.5 8.5x9 8.5x11 11x8.5 (Color interior only)

Headers to Include: Title Chapter Author's Name Page #
Footers to Include: Title Chapter Author's Name Page #

Title: _____
Font Preference, if any: _____

Subtitle: _____
Font Preference, if any: _____

Author's Name: _____

Font Preferences, if any:

Back Cover: _____

Interior Text: _____ Headings: _____

Headers/Footers: _____ Chapter Numbers: _____

Front Cover Illustration:

Back Cover Text:

Back Cover Biographical Information: _____

List Price: _____

ADDITIONAL INFORMATION:

Initials: PUBLISHER _____ AUTHOR _____

2019 Addendum 6 Current Ingram Spark sizes as of May 2018:

PAPERBACK, 18-1050 PAGES:

Black and white interior, paperback, crème paper:

4x6 4x7 5x7 5x8 5.5x8.5 6x9

Black and white interior, paperback, white paper:

4x6 4x7 5x7 5x8 5.5x8.5 6x9 6.5x6.5 7x10 7.5x9.25 8x8 8x10
8.25x10.75 8.5x8.5 8.5x9 8.5x11

Black and white interior, paperback, white paper, *duplex cover:

6.5x6.5 7x10 7.5x9.25 8x8 8x10 8.25x10.75 8.5x8.5 8.5x9 8.5x11

Color interior, paperback, white paper:

4x6 4x7 5x7 5x8 5.5x8.5 6x9 6.5x6.5 7x10 7.5x9.25 8x8 8x10
8.25x10.75 8.5x8.5 8.5x9 8.5x11 11x8.5

Color interior, paperback, white paper, *duplex cover:

6.5x6.5 7x10 7.5x9.25 8x8 8x10 8.25x10.75 8.5x8.5 8.5x9 8.5x11

HARDCOVER CASE LAMINATE, 18-840 PAGES:

Black and white interior, hardcover in a case laminate, white paper:

5x8 5.5x8.5 6x9

Black and white interior, hardcover in a case laminate, crème paper:

5x8 5.5x8.5 6x9

Color interior, hardcover in a case laminate, white paper:

5x8 5.5x8.5 6x9 7x10 7.5x9.25 8x8 8x10 8.25x10.75 8.5x8.5 8.5x11 11x8.5

HARDCOVER CLOTH WITH DUST JACKET, 18-840 PAGES:

Black and white OR color interior, grey cloth with dust jacket, white paper

5x8 5.5x8.5 6x9

Black and white interior only, grey cloth with dust jacket, crème paper

5.5x8.5 6x9

Black and white OR color interior, blue cloth with dust jacket, white paper

5x8 5.5x8.5 6x9

Black and white interior only, blue cloth with dust jacket, crème paper

5.5x8.5 6x9

PLEASE NOTE: THESE AVABILITIES ARE SUBJECT TO CHANGE