HenschelHAUS Publishing, Inc. - Manuscript Submission Guidelines

Title of Work _____

Name of word-processing software _____ Version _____
(NOTE: If you have typed your manuscript using a page layout program like MS Publisher© or MS Works©, please "export" or "save" the text as a regular word processing file like MS Word©, or generic text file. Limit names of documents to 12 characters and be sure they end in .doc).

Name of graphics software (if any) _____ Version _____
(NOTE: Electronic graphics or illustration files must be provided at a minimum resolution of 300 dpi in one of the following formats: tif or jpg. This does not include charts or forms that have been typed as part of your manuscript file.)

PLEASE follow these guidelines:

1. Provide a complete manuscript (hard copy) in proper order (acknowledgment, dedication…) with consecutive page numbers using your word processor's automatic page-numbering feature.

2. Remove all illustrations and graphics from the manuscript. Indicate their position with "Insert Illustration #1 here," etc. Provide separate graphics files according to the specifications above, or camera-ready copy.

3. Use 12 point Times or Times Roman type. Double space.

4. Leave only one (1) space after ending punctuation of each sentence and before the next sentence.

5. Do not create hard returns with the "Enter" key at the end of every line. Let the text return automatically.

6. Do *not* full justify. (Use flush left).

7. Do *not* format with excess spaces or tabs (centering is acceptable).

8. Do *not* double space between paragraphs; tab in once for delineation of paragraphs.

9. Italicize, rather than underline, titles of books, magazines, newspapers, or any emphasized words.

10. Do *not* use headers, footers, paragraph styles, boxed text, or other special formatting tools.

11. Indicate subheads, sidebars, etc. with <SUBHEAD> <SIDEBAR>. The Publisher will provide you with a list of recommended formatting suggestions.

12. Spell check manuscript *and* do a final read afterwards. Watch for:
    - "that" being used for persons (INCORRECT: the customer THAT bought the scarf – s/b WHO.
    - correspondence of singular and plural: e.g., the customer bought the scarf that THEY liked – s/b HE or SHE
    - paragraphs that mix use of "you" "we" "I"

13. Use the same print parameters throughout the manuscript.

14. Use the following format for bibliographical entries:
    Quinley, Kevin. *Claims Management.* Pennsylvania: LRP Publications, 1992.

15. Additional entry by the same author as follows:
    _____. *Forms Management.* Pennsylvania: LRP Publications, 1995.

16. For non-fiction: provide a table of contents that matches the chapter headings.

17. Please put the entire book in *one (1)* file, and also keep separate chapters appropriately save as Ch1, Ch2, etc.

18. When typing in copy, do not use ALL CAPS unless it is absolutely necessary that the specific portion of the text should be printed in ALL CAPS.

Failure to comply with the Publisher's Manuscript Submission Guidelines may lead to rejection of your manuscript and production delays. Please feel free to contact the Publisher with any questions. Thank you!