

## **FORMATTING GUIDELINES**

The formatting of books takes a lot of time and effort and those cost money. As a boutique publisher that time and effort can be better spent doing more value adding work. For this reason, Selfishgenie Publishing has published formatting guidelines for work that is submitted to them.

Adherence to these guidelines is not mandatory for submissions, but if you want the publishers to be impressed by your professionalism, then their use is advisable.

### **MANUSCRIPT LENGTH**

In general terms the following wordcount is expected:

- Flash fiction – up to 10,000 words
- Short story – between 10,000 and 40,000 words.
- Novella – between 40,000 and 80,000 words.
- Novel – 80,000 to 140,000 words.

If your manuscript exceeds 140,000 words, it is suggested that it is split into two books to form a “series.” If this can’t be done, the publishers reserves the right to request that the wordcount is reduced to a more readable length.

In general, Selfishgenie Publishing will only publish flash fiction or short stories as anthologies. We do not publish novellas as the profit margins aren’t worth the amount of work involved, however, we would conders publishing two or more novellas as a collection.

### **FONT**

Use a “reader friendly font” such as Times New Roman, Calibri or Arial; but Times New Roman is preferred.

### **TABS**

Do not use “tabs” within your work. Many publishing websites have difficulty handling documents that contain tabs and having to remove them from the document is very time consuming. If you want to indent, space or otherwise delineate text, use the formatting tools available in the “styles” menu of Microsoft Word and other word processing software. These can be modified to meet your needs.

### **SPELLING**

We accept that there are different versions of spelling in use in different English-speaking nations, eg colour and color, humour and humor etc. We will accept the spelling used in the author's country of residence, but please be consistent in its use.

## **TITLE PAGE**

Where the term "clear line" is used, it means a line in the same font size as the text above it.

**Title** – centred, bold, font size 16 with one clear line of the same size beneath.

**Series** – If the book is part of a series, insert the series name and story number, inside brackets eg (Magi 8). Centred, bold, font size 16 with one clear line beneath.

**Subtitle** – if you wish to use a sub-title, restrict it to no more than 10 words in length. The subtitle will also be used on the book's cover and therefore can't take up too much space. Centred, font size 14 with one clear line beneath. If the subtitle spreads across more than one line, use a line spacing of 1.15.

**By** – Centred, font size 14 with one clear line beneath.

**Author name or pen name** – Centred, bold, font size 16 with one clear line beneath.

**Copyright** – not necessary at this time, however, to protect your work you may wish to include one in the format © **2019**. Centred, bold, font size 12.

**Legal notice and disclaimer** – not necessary at this time, the publisher will insert it later.

**Other work by the same author** – Only include if published by Selfishgenie Publishing. List in date order of publication. If published as a series, group all the books in the series together under the series title. Series title underlined. Book titles plain text. Both - Font size 14, one clear line between each title. Do not hyperlink at this stage.

**Table of contents** – not necessary at this time. The publisher will insert.

## **MAIN TEXT**

**Chapter headings** – all chapters must have a number and a title. Centred, font size 16, 18 point space beneath.

**Sub-headings**, eg dates, locations, or other scene setters. Left Justified, font 14, bold, one clear line beneath.

**Quotes used to introduce a chapter** – must have a citation to the originator eg “*To be, or not to be.*” (William Shakespeare), Centred, font 12, quote in italics, citation in plain text, two clear lines beneath.

**First paragraph in each chapter or scene** - Left justified, font size 12, line spacing 1.15 exact.

**Remaining paragraphs in chapter or scene** – indent first line 0.5 cm, font size 12, line spacing 1.15 exact.

**Scenes** – Short time lapses within scenes may be indicated by leaving two clear lines between paragraphs. The next paragraph should be formatted as a “first paragraph” (see above).

Longer time lapses, changes of location or changes of point of view should be shown by the use of three \* symbols between paragraphs. Centred, one clear line above and another clear line below. The next paragraph should be formatted as a “first paragraph” (see above).

**Italics** – in general, italics shouldn’t be used. However, if the author wishes to indicate that something is an extract from a newspaper, a letter or a document, they may use italics within quotation marks (see below). Italics may also be used for foreign words or where dialogue is being spoken in a foreign language.

**Footnotes** – If these are considered necessary, they should be numbered sequentially in the order they appear. Insert the footnote number in superscript within the body of the text to indicate the presence of a footnote, but do not hyperlink it. The footnote itself should be inserted at the end of the scene (ie where the 3 x \* symbol has been used) or at the end of the chapter, whichever is the sooner.

## **GENERAL**

Forewords, preludes, prologues, epilogues, appendices, references, bibliographies, historical notes, author’s notes and acknowledgements may be used at the author’s discretion and should be formatted in the same way as “Main Text”.

**About The Author** – A short biography is normally inserted at the end of the book. It doesn’t need to be submitted at the editing stage but should be ready to be inserted in time for publication.

**“And Now”** – the publisher will use the final page of the book to direct the reader to the publisher’s and the author’s websites and social media pages. This doesn’t have to be available at the editing stage but will be added by the publisher before publication. The author’s personal e-mail address may be included if they wish, or the publisher will provide a monitored e-mail address to receive mail from readers on the author’s behalf.

**Speech** – double quotes eg “ ...” should be used to indicate direct speech. All other uses of quotation marks, for whatever reason, should use single quotes ag ‘ ...’.

**Brackets** – unless used for mathematical or scientific reasons, use only curved brackets eg (...).

**Oxford comma** – The publishers don’t want to get into an argument over the use of this. Unless it makes the sentence unintelligible, Oxford commas will be accepted.

**Page numbers** – please don’t use page numbers.

**Headers and footers** – please don’t put anything in the header or footer sections of the document.

**The next section applies mainly to non-fiction work, but under certain circumstances may apply to works of fiction as well.**

### **Adherence to Copyright Law**

Selfishgenie Publishing supports the right of creatives to protect their work. We will not publish any work that we consider to be in breach of copyright law. This is particularly relevant in relation to the use of song lyrics within works of fiction and the use of photographs, artwork and designs created by third parties.

We may ask the author to provide proof that they have the necessary permissions and/or licences to use the work of third parties.

### **Plagiarism**

Using the work of others and failing to credit the originator of that work is an act of plagiarism. Copying content from the original work of others and using it without permission is also plagiarism. This can include work that is now regarded as “public domain” (see below). For example, using large chunks of Shakespeare’s plays and claiming them as one’s own would be regarded as plagiarism.

To make it clear that the author isn’t stealing the work of someone else, citations must be used. Plagiarism isn’t itself against the law, but persons committing it may be sued under the laws covering copyright, trademarks, patents and trade secrets.

Any author published by Selfishgenie Publishing who is considered to have committed an act of plagiarism will be in violation of Item 5 of their contract with the publisher. Plagiarism is embarrassing and someone thought to have committed it may find it difficult to get anyone to publish their work in the future.

For these reasons, the work of parties other than the author must contain valid citations to indicate its origins.

## Citations

Citations serve two purposes:

1. You are crediting the original work of someone else and making it clear that the author hasn't stolen that person's work and
2. The author is saying "Don't just take my word for it, go and look it up for yourself."

Where it is necessary to cite the published work, use the following format:

Within the main body of the text, immediately following the relevant extract or quotation, the surname(s) of the originator(s) and the year of publication, in brackets. Eg (Smith, 2020).

Where subsequent references are made to the same work, this can be indicated by the use of the term "ibid", also enclosed in brackets eg (ibid).

In a "References" section at the end of the book: Author's name and initials (in block capitals), year of publication, Title of work in italics and quotation marks. The town, city or county where the work was published and the publisher's business name

Eg

SMITH, A.Z. (2020); "*Formatting Guidelines*", Northamptonshire, Selfishgenie Publishing.

If the work was published in a journal rather than a book, the Journal title, volume and issue number replaces the Publisher details.

If the citation is to a website, the publisher details are replaced by the website URL **Except** when the website is quoting from a primary source (see below), in which case the primary source is to be referenced, not the website.

It is not necessary to provide full citations for work that is regarded as "public domain", ie the copyright for the original work has expired. If in doubt, it shouldn't be assumed that the copyright has expired unless the originator has been dead for at least 70 years (UK & EU) but in the USA the law is far more complex and can depend on the year in which the copyright was first asserted, but the originator doesn't necessarily have to have died for the copyright to have expired.. Authors who wish to incorporate the work of others into their own work should check the copyright laws for the area of jurisdiction in which they live and in which the work will be published and determine if a work is out of copyright by applying the laws as they stand.

It is considered polite, however, to credit the originators of public domain work in brackets or a footnote. Eg, the use of the line “Neither a borrower nor a lender be”, used within the dialogue of a book, would be credited in a footnote as: Shakespeare; “Hamlet”; Act 1, Scene III. You are then making it clear that you know the work was originated by someone else and you aren’t trying to make yourself look clever by using someone else’s words.

**Note:** A “primary source” is an original publication by the author of the original work, whether it be in a book, an academic paper, a journal or even a diary or letter. Where the work being referenced is itself referring to a primary source, this a secondary source. Reports or articles in newspapers, magazines, TV programmes and books written by anyone other than the originator are usually secondary sources. Wherever possible, the primary source should be the one cited, so as to make it clear who the originator of the work was. If it is only possible to reference a secondary source, then you should add the caveat “As cited in” before the new citation.