

CyberScribe

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MANUSCRIPT SPECIFICATION SHEET

Author: _____ Date: _____

MS Title: _____

Corrections replace strikeout

Lines per page: _____

Margins in Inches top _____
 bottom _____
 left _____
 right _____

Line Spacing single-space when _____
 double-space when _____
 triple-space when _____

Section Spacing title to text _____
 end of topic to subhead _____
 between topic and subhead _____

Titles all caps
 upper/lower case
 centered
 flush left
 flush right
 indented _____ spaces

Boldface Titles yes no

Chapter Numbers Roman Arabic

Underline chapter titles subheads
 words to be italicized

Footnotes page foot end-of chapter end-of-book

Italicize

- titles
- subheadings
- for emphasis
- foreign words
- phrases
- quotations

Offset/Block

- quotations
- speeches
- examples
- abstracts

Page # Position

- top
- bottom
- left
- right
- center

Boldface Page #

- yes no

Check Spelling with _____ dictionary

Use Thesaurus

- yes no

Hyphenate

- yes no

Justify

- paragraphs
- indented blocks
- nothing

Abbreviations

- standard, based on _____ manual
- special, based on _____ manual

Grammar & Punctuation:

In-house style conventions include references:

1. *Chicago Manual of Style, 16TH Edition*
2. *Words into Type, 3RD edition*
3. *Merriam-Webster's English Usage*
4. *The Merriam-Webster Concise Handbook for Writers*
5. *Technical Writing Handbook*
6. *AMA Manual of Style*
7. *MLA Style Manual*

Remarks: _____

BOOK TYPESETTING SPECIFICATIONS

Author: _____ **Date:** _____

MS Title: _____

Swiss Grids: _____

Text Styles: *see Style Sheet*

Book Page Size: _____

Signatures: 2 4 8 16 32
 catalog/booklet

Margins: left _____
right _____
head _____
foot _____

Columns: _____

Column Interval: _____

Gutter: _____

Folios: Roman Arabic
font: _____
size: _____
style: _____
 center
 outside
 head
 foot
 start at: _____

Running Headers: folio only
 book title author name
 chapter section
 graphic
 separator lines
 mirrored alternate
 italics bold
font: _____
size: _____
style: _____
 no header

Running Footers:

- folio
- graphic
- separator lines
- mirrored alternate
- italics bold
- font: _____
- size: _____
- style: _____
- no footer

Design:

- initial drop caps
- end-of-chapter graphic
- bullet graphics: _____
- ¶ rules on: _____
- chapter title boxes *or* graphic: _____
- page number boxes *or* graphic: _____
- side-bars: _____
- watermark graphic: _____
- border graphic: _____
- page bleeds

Inclusions:

- bitmap line art (pen/ink) _____
- grayscale pencil drawings _____
- paintings—b/w _____
- paintings—color _____
- photos—b/w _____
- photos—color _____
- tables _____
- graphs _____
- charts _____
- vector graphic diagrams _____
- custom art _____
- TOTAL:** _____

Captions:

- numbered—sequential
- numbered—by chapter, item
- plain, no numbering

Pull-Quotes:

- yes no

Table of Contents:

- yes no

- Roman page # Arabic page #
- no numbering

Bibliography/Notes:

yes no

end of chapter end of book

Index:

yes no

Pages in Manuscript:

Word Count:

Estimated Complete Book Pages:

COST ESTIMATE:

Cover Design

Title:

font: _____

style: _____

size: _____

color: _____

Attributes:

beveled

embossed

contoured

drop shadow, color: _____

outer glow, color: _____

inner glow, color: _____

stroked, color: _____

Angle:

envelope style: _____

slope degree: _____

Position:

top

bottom

left

right

center

Graphic:

abstract background

photograph

color block solid (none)

custom artwork

author supplied

bleeds: yes no