

# 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, 16<sup>TH</sup> Edition*
2. *Words into Type, 3<sup>RD</sup> 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