

# Braugler Books' Publishing Process

**Is Your Manuscript “Printer Ready”?** When you submit your manuscript your content...every word, paragraph and all punctuation should be edited, proofread and “ready to go” as if it’s going straight to press. (For assistance with any of those services, just ask your publishing advisor for more details.)

**Impact of “In Layout” Editing.** Be aware that once your content is laid out in a page by page “book format” making numerous changes to the content and images can cause the entire physical layout to shift. This will most certainly result in additional time and expense. We understand that sometimes it’s necessary, *what is truly important is that you as the author understand the impact.* (Refer to the Author Agreement for more information on the additional cost of prepress time.)

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## Manuscript Submission (Interior Content)

- Submit your Word document (your manuscript) to your publishing advisor via email, DropBox (a file sharing service) or a USB flash drive. (*Is your manuscript “Printer Ready”? See above.*)

## Photos, Artwork & Illustrations Submission

- Submit *all* digital and hard copy photographs, artwork and illustrations appearing in the book or on the cover.
- If Braugler Books is creating a new cover for you, or laying one out using files you are providing, it can take 2-4 weeks or more, depending on the cover’s complexity.
- Hard copy (not digital) photos, art and illustrations. We can scan your hard copy images for you. The associated cost and time depends on the piece itself. For instance, scanning in a headshot for your “About the Author” page is minor compared to scanning in full page illustrations for a children’s book. (We can do both.)
- If you have a previous book you’ve published, or a book in the same genre as yours, and you would like us to consider the style and feel of that book for the new one, now is the time to share that with us as well. It helps us to “see” what you have in mind as we start on yours.

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## Prepress & Layout

*Once submitted, your manuscript will go to prepress and begin the layout process.*

- Laying out a book that is primarily text takes 10-14 days at a minimum. Books with numerous photos or illustrations will take longer. Your publishing advisor can help you understand the time involved when you submit your manuscript.
- We import your manuscript (Word File) into page layout software compatible with book printing processes. We also need to strip out unwanted (and hidden) formatting, such as tabs you might use to start a new paragraph or unneeded hard returns. As you can imagine, removing all of those takes time. Braugler Books endeavors to lay out the best looking book that we can—one surpassing what you thought your book could look like. That takes time, and shouldn’t be rushed at the risk of sacrificing quality.
- You will generally receive a sample layout, prior to the full book layout. This ensures that we are all headed in the same direction with your book.

*Impact of Editing During Layout*

- If quite a few edits are needed at this point, please understand that we will get your book back into the prepress queue, along with the average of 15-20 other books also moving through the process.

**You have a story. Let Braugler Books help you tell it.**

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### Digital Proof Author Review

- Once your book's interior is laid out, you will receive a digital proof in the form of a PDF file. Your job is to closely review that PDF digital proof. Ensure it's the way you want your book to look once printed.
- Similar to the manuscript layout process, you will also review and approve a digital PDF proof of the cover.

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### Hard Copy Proof Author Review

*It's important as we work on your physical book that you can actually see, feel and hold the proofs in your hands before proceeding to the final stage of book production, so...*

- Once you approve digital proofs, we then produce hard copy (actual "printed") proofs for your next review. *If you are physically close to Braughler Books (in the Dayton/Cincinnati/Columbus, OH area), your publishing advisor may deliver your proof. If you are out of state or country, we will ship those proofs to you via FedEx.*
- We print your book's interior on the paper that it will eventually be printed on, and we cut the pages of your book down to the final size of the book.
- We take this extra step of a physical proof to ensure that you're 110% *really really* sure the book is ready to go to print.
- **At this point, it's critical that you review the proofs closely. You are solely responsible for what goes to production for printing.** While we love to read, unfortunately we can't be reading every page of the 15-20 books we may have in the publishing queue at any given time. So please take the time – an extra day if needed – to closely review your proof before approving them.

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### Book Production & Printing

- The time to print and bind your books depends upon a number of factors, including the physical size, the quantity, whether the book is black and white or color, hard cover or soft cover, as well as the printer's current production loads.
- On average, 100 copies of a paperback book, 6" x 9" in size, with 150 black and white pages will be ready for delivery/shipping within 2-3 weeks from the time you approved the digital proofs.
- Hardcover books can take an additional 1-2 weeks.

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### Delivery/Shipping

- Your publishing advisor will call you as soon as your books are ready for delivery or shipping! We take personal pride in every book we publish for our authors, and tend to be just as excited as you to get them in your hands.
- Remember that the last thing you need to do once you hear that they're ready is to have the final balance on your invoice ready. Final payment is due before the books are shipped or at the time of delivery.

**You have a story. Let Braughler Books help you tell it.**