



Formatting Questionnaire

This information will guide us in creating your print and/or ebook formatting. Please be as thorough as possible. If you have questions, let us know, we can help guide you through the process!

- 1) Author Name:
- 2) Pen Name:
- 3) Book Title:
- 4) Subtitle and/or Series Name:
- 5) Anticipated Publication Date:
- 6) Is Elefont Books creating your cover or another vendor?
- 7) For custom formatting – Do you have formatting style examples you prefer?
- 8) Is your book written in any language other than English?
- 9) Where do you plan to publish your book? (KDP, IngramSpark, etc.)
- 10) Does your book include any pictures or charts? If so, how many?
- 11) Publisher Name? (if not applicable, use your own author/pen name)
- 12) What format are you planning to submit your manuscript? (.DOC or .DOCX preferred)
- 13) Please list the ISBN Numbers for each format of publication:

Print Book

1) **Trim Size** of Book?

This is very important to decide before formatting begins. If you change sizes after formatting is created, it will result in a new format and will be billed accordingly.

For reference, Amazon sizes are as follows: 5" x 8", 5.06" x 7.81", 5.25" x 8", 5.5" x 8.5", 6" x 9", 6.14" x 9.21", 6.69" x 9.61", 7" x 10", 7.44" x 9.69", 7.5" x 9.25", 8" x 10", 8.25" x 6", 8.25" x 8.25", 8.5" x 8.5", 8.5" x 11", 8.27" x 11.69"

- 2) **Images** included in the document? Please send a separate copy of each image at largest resolution available. Also, place the images in your manuscript at the location you would like them to appear.
- 3) Do you plan to print inside pages with color?
- 4) Do you plan images to go fully to edges of page?

E-book

- 1) What **keywords** do you want included in the metadata? To determine keywords, think about what search terms people would use to find your book in say Google. Include genres, tropes, locations, etc.
- 1) **Book description** this is similar to the description you will use on Amazon or IngramSpark to sell your book. The only difference is you want to pack as many of the above keywords into the description as possible to give you a solid amount of search engine optimization (SEO).

Things to remember

- 1) **CRITICAL** Ensure that you have all necessary written permissions from copyright holders if you plan to include song lyrics, product images, free images from sites like Pixabay.com, Google Images, etc., in your book. Remember that any free images you find on the Internet are likely not covered for commercial purposes.
- 2) It is best to get your book formatted after all editing and checking has been completed on your end, as substantial edits after formatting can incur extra costs.
- 3) The less specialized the formatting, the better the conversion. Our formatting program does the heavy lifting for indents, section breaks, font styling, Table of Contents and such. Leave that to us. Focus on getting the words how you want them, spelling corrected, and punctuation in place.
- 4) Mark all section breaks with 3 asterisks like this *** Makes them easy to find within the text.
- 5) Ensure you have included all sections of the front and back matter you need. Examples include:
 - a. Front Matter
 - i. Title page
 - ii. Copyright page

- iii. Table of contents
- iv. Fantasy maps (if any), etc.
- v. Dedication
- vi. Acknowledgments
- vii. Author note

b. Back Matter

- i. Call to action page (sign up for my newsletter)
- ii. Author biography and author picture
- iii. Acknowledgments
- iv. Glossary
- v. Sources