

Publishing Checklist



First we'll need printing details to get you quotes on the price of printing:

- ➔ **GENRE.** Is your title a cookbook, novel, children's book, art book?
- ➔ **FINAL PAGE COUNT.** This is the approximate number of pages your book will be once it's printed and bound. Most page counts are feasible. Working in groupings of 32 pages is most economical. We will help you fit your book to this size.
- ➔ **PHYSICAL SIZE.** How big will your printed book be, i.e. 6" wide x 9" high? Most trim sizes are feasible. The most economical trim sizes are: 6"x9", 8.5"x11", 9"x12" (landscape or portrait), or 6"x6", 7"x7", 8"x8", 9"x9" (square).
- ➔ **PAPER STOCK.** We will help you determine the best weight and quality, but have an idea of what you like: color, matte or glossy, recycled content, etc.
- ➔ **PRINT RUN.** How many books would you like to have printed?
- ➔ **COVER.** Do you want hardcover or paperback? A dust jacket?
- ➔ **UNUSUAL DETAILS.** Would you like cutouts, embossing, envelopes, perforated pages, etc.?

Once we've determined the printing price, we'll need:

- ➔ **CONTRACT.** Signed, of course.
- ➔ **MANUSCRIPT.** Your cleanest version of your final text supplied on a CD or thumb drive.
 - All text should be in a Word document or a Rich Text file.
 - Please title it as: Yourlastname.BookTitle.doc.
- ➔ **STYLE CONSIDERATIONS.**
 - Children's books, please insert a page break for every page of the final book.
 - Cookbooks, please have recipes in the order in which you would like them to appear. All spelling choices should be consistent throughout (i.e. use of tbsp. or tablespoon). All ingredients need to be listed in the order in which they are used in the recipe. Please note: Three Bean Press is not responsible for recipe testing.
 - All books, please run spell check and supply us with a list of the correct spellings of any unusual or foreign names, both of people and things.
- ➔ **IMAGES.** Any and all images you would like for the interior and/or cover of the book should be supplied on a CD or thumb drive.
 - All images should be high-resolution jpeg or tiff files.
 - All full-page images must be a minimum of 8"x10" at 300dpi (dots per inch).
 - All half-page images must be a minimum of 5"x7" at 300dpi.
 - All images should be CMYK. We can scan images for you for an additional fee.
 - Please title all images as: Yourlastname.DescriptionoftheImage.jpg or Yourlastname.DescriptionoftheImage.tiff.
- ➔ **DETAILS.** Please include cover information, an author bio, a summary of the book, author and illustrator/photographer bylines, as you would like them to appear.
- ➔ **STATS.** We also need your current hometown and state of residence to provide to our distributors.

We are here for you to review each and every one of these details. If you have questions, don't be afraid to ask! 617.584.5759, info@threebeanpress.com

