



SUBMISSION GUIDELINES

Please read the submission guidelines below carefully. Once you submit your manuscript/publication, our experienced staff will take care of the rest. If you have any questions or doubts about the format in which to send your materials, please contact us.

Please follow these steps:

- 1) First, send us information about yourself and your proposed publication by using our online Application Form.
- 2) Once you have received a positive response from us, send us your manuscript or publication (per below instructions).
- 3) Upon our further review & acceptance of your proposed manuscript or publication, we will send you our Publishing Agreement.
- 4) Once we have received your signed Publishing Agreement and your submission is complete, we can start the publication process.
- 5) Payment of any fees, if applicable. We accept Visa, Mastercard and American Express.

When submitting your manuscript or proposed publication please make sure we receive the following from you:¹

- ✓ **FOR PRINT-READY MANUSCRIPTS:** only for approved applicants, please contact us for detailed specifications.
- ✓ **FOR REPRINTS:** two (2) complete copies of your book as originally published.²
- ✓ **FOR UNEDITED MANUSCRIPTS:** finished manuscript as a word file, which needs to follow the specifications below:
 - Please ensure that your manuscript adheres to our style guidelines (attached and available online).
 - The text of your manuscript needs to be submitted in one file as a continuous document.
 - Please include a simple table of contents for your manuscript, listing only "Part" and "Chapter" titles; do not list subheadings or sidebars which fall inside the chapters.
 - Illustrations, tables, and other special materials and graphics **MUST BE SUPPLIED SEPARATELY** (see below). Please mark in your manuscript where special graphics will go with a placeholder notation (i.e. a bracketed notation on the manuscript page).
 - Please double-space your document.
 - Use the "enter" or "return" key only at the end of a paragraph or at the end of a list item. There should be no extra line space between paragraphs.
 - All paragraphs must be indented using the "Tab" key. Do not use multiple spaces to indent or create a special layout.
 - Cosimo generally recommends that most nonfiction books include a professionally-prepared index (see attached indexing sheet). It is the author's responsibility to arrange for an index. Because indexes must be prepared after a book is laid out, please do not submit an index at this stage.
- ✓ **FOR GRAPHICS, THE FOLLOWING GUIDELINES APPLY:**
 - Photos, images, and illustrations need to be sent as separate JPEG files with a minimum resolution of 300 dpi.
 - Interior tables should be submitted as a separate document and fully formatted in Microsoft Word.
 - Figures that combine text and images (e.g. graphs, charts, diagrams, etc.) can only be submitted after contacting us for more information.
 - Scanned images should be scanned at 100% of the size they will be in the final version of the book (ex: If your final image needs to be 2x3x5" in the published book, it should be scanned in as a 2x3x5" image.) Scanned images should have a minimum resolution of 300 dpi. Line drawings must be at least 1200 dpi.
 - All interior graphics in your manuscript will be printed black and white; please submit all tables, graphs, charts, photos, and images in grayscale.
 - The placeholder notation should use the exact file name indicating the graphic.
 - If your manuscript includes more than 5 graphics, Cosimo reserves the right to charge design fees for additional graphics.
 - Please compress your files in zip format.
- ✓ **PERMISSIONS:**
 - All text used must be your own, original and not copied from any source,
 - When using quoted or paraphrased text, borrowed images, tables, graphs, or charts, please cite the sources used in a bibliography. If the quoted material exceeds fair use guidelines, please include signed permission to use.
 - Note that when using information from copyrighted sources, you need to seek permission from the original rights holder. Cosimo is not in a position to arrange permissions.
 - For graphs, photos, images, charts, tables, etc., you must own the copyright to the image or provide a copy of the copyright permission.
 - In case of a reprint, please provide a copy of the reversion of rights letter from your original publisher.
 - In case of any past claims or lawsuits challenging the original publication of a reprint, please let us know.

SEND COMPLETE SUBMISSION PACKAGE TO US AS FOLLOWS:³

BY EMAIL TO: info@cosimobooks.com

BY FAX TO: (212) 989-3662

¹ We cannot begin to produce your book until we have a complete submission package. If formatting guidelines are not followed completely, Cosimo reserves the right to charge a custom production fee.

² Please note all physical materials sent to us becomes the property of Cosimo. The Publisher is not responsible in any way for materials never received by us or lost in transit.

³ Cosimo reserves the right to reject any incomplete or incorrect manuscript submissions.



STYLE GUIDELINES

Preparing Your Manuscript—General Writing Guidelines:

We suggest that you follow these points of style as it will ease the editorial process and speed up the publication of your book. Cosimo reserves the right to change other style elements within your manuscript not listed in this guide. Please keep in mind that this guide is just for indicative purposes and is in no way comprehensive. Please refer to comprehensive writing guides listed below for more information.

Punctuation

- Cosimo prefers the Oxford or Harvard comma—commas should separate all elements in a list or series of elements.
Example: I walked down the street, picked up some groceries, and then headed home.
Incorrect: I walked down the street, picked up some groceries and then headed home.
- Do not use a comma to separate two sentence elements of equal value.
Example: I walked down the street and picked up some groceries.
Incorrect: I walked down the street, and picked up some groceries.
- In dialogue, commas, periods, question marks, and exclamation marks should appear within the quotation marks.
- If one speaker’s dialogue continues on to a second or third paragraph, opening quotation marks should appear at the beginning of each paragraph while the closing quotation mark should only appear at the very end of the speech.
- Use en-dashes (a dash the length of an upper-case N, which indicates passage of time or a range, like the word “to”) should be used instead of hyphens between dates, times, or any range of numbers.
Example: 1987–1999; January–March; 4:00pm–7:00pm; 50–100
Incorrect: 1987-1999; January-March; 4:00pm-7:00pm; 50-100
- Em-dashes (a dash the length of an upper-case letter M, which works like a parentheses or comma, depending on usage) should have no spaces between the letters and the dash. Please use a proper em-dash, no hyphens, en-dashes, or double hyphens.
Example: Whenever I go to the store—which is actually quite often—I forget to bring my reusable bags.
Incorrect: Whenever I go to the store — which is actually quite often — I forget to bring my reusable bags. ; Whenever I go to the store--which is actually quite often--I forget to bring my reusable bags. ; Whenever I go to the store - which is actually quite often - I forget to bring my reusable bags.

Grammar

- Adverbs (words ending in –ly) should not be connected with a hyphen to the word it describes.
Example: quickly rising river, highly praised book
Incorrect: quickly-rising river, highly-praised book
- All names of states and countries should be spelled out. If it follows a city name, commas should appear before and after the state’s or country’s name. Never use postal abbreviations.



Example: Wisconsin; Washington, D.C.; a Chicago, Illinois, woman

Incorrect: WI; Washington DC; a Chicago, Illinois woman

- Titles of books, movies, magazines, newspapers, and television programs should appear in italics. Titles of songs, TV episodes, and articles should be capitalized and in quotation marks.

Example: *The Godfather*, *Newsweek*, "My Funny Valentine"

Incorrect: "The Godfather," *Newsweek*, *My funny valentine*

- Foreign words should appear in italics, except when commonly used in English.

Example: *à la carte*, *do widzenia*

Style

- When indicating time, please use lower-case am or pm, no periods, immediately following the time.

Example: 8:00am; 3:38pm

Incorrect: 8:00 am; 8:00 AM; 8:00a.m.

- Please do not use all caps anywhere in the document. Our designers have to undo this before they can implement your book into a design program. Please indicate emphasis with italics instead, and indicate subheadings by changing font size.

- Website URLs should not appear with the "http://" at the front. If it is a longer or less-well-known address, the "www." should appear if the address has one. If it is a common website, no "www." is needed.

Example: facebook.com; blog.cosimobooks.com; www.authorwebsite.com

Incorrect: http://www.google.com; http://blog.cosimobooks.com

- When referencing a very long URL, please make it shorter at bit.ly or tinyurl.com (can be custom or generated).

Example: tinyurl.com/earthfever

Incorrect: http://www.cosimobooks.com/b3246_Earth-Fever-Living-Consciously-with-Climate-Change-1616400765-9781616400767.htm

Numbers

- ALWAYS spell out a number that begins a sentence, regardless of rules that follow.

- Use numerals for numbers 100 and above, except as noted in the items that follow.

- Spell out all numbers below 100, except as noted in the items that follow.

- Spell out thousand, million, trillion, etc., when the number is even (e.g. four thousand, 50 million; NOT 569,132).

- Spell out introductory numbers ten and below (e.g. 5 thousand).

- Express introductory numbers above ten as numerals (e.g. 600 million).

- Age should always be expressed in numerals, even if below 10 (e.g. "Andy is 7 years old.").

- Numbers in addresses should always be expressed in numerals.



- Numbers used in statistical or technical matter should be expressed in numerals.
- Please translate all currencies into USD. Write out the currency instead of using the symbol. It is assumed that “dollars” refers to American dollars. We make exceptions for statistical or technical works in which it is too difficult and time-consuming to translate the currency.
Example: It cost ten dollars to buy the groceries.
Incorrect: It cost \$10 to buy the groceries.

Referencing Books for Bibliography

- When referencing books resp. journals in bibliographies follow this style (MLA):
 - Last name, First name. *Book Title*. City of Publication: Publisher's Name, Year.
 - Last name, First name. Year. Title of journal article. *Journal Name* Vol: Page–Range.

Permissions

- When using information in your book from other copyrighted sources, you will need to cite the source for every quote and/or paraphrase. In certain cases, you will need to seek written permission from the copyright owner. Please note that it is the Author's responsibility to obtain permission. Cosimo is not in the position to arrange permissions, and we will not be able to start working on a manuscript before all required permissions are obtained.

Editorial and Legal References

- The following sources are recommended as reference for style and language:
 - *Merriam-Webster's Collegiate Dictionary*, 11th ed. Springfield: Merriam-Webster, 2003
 - *The Chicago Manual of Style*, 15th ed. Chicago: University of Chicago Press, 2003.
 - Strunk, Jr., William and E. B. White. *The Elements of Style*, Fourth Edition. White Plains: Pearson Longman, 1999.
 - Zinsser, William. *On Writing Well*, 30th Anniversary Edition. New York: Harper Paperbacks, 2006.
- The following sources are recommended as reference for copyright and legal issues:⁴
 - Jassin, Lloyd and Steven Schechter. *The Copyright Permission and Libel Handbook: A Step-by-Step Guide for Writers, Editors, and Publishers*. Hoboken: Wiley & Sons, Inc., 1998.
 - Kirsch, Jonathan. *Kirsch's Handbook of Publishing Law: For Authors, Publishers, Editors and Agents*. Marina del Rey: Acrobat Books, 1995.
 - *National Copyright Office*—www.copyright.gov
 - *The Writer Magazine*—www.writermag.com

⁴ Please note that these sources may help you with your general understanding of publishing law, but are not intended to replace legal advice. Cosimo disclaims any liability for any information provided by these sources. Cosimo recommends that you consult an attorney or other legal professionals in case of specific copyright questions.



AUTHOR CHECKLIST

As you are approaching the next phase in your submission process with Cosimo, we would like to provide you with a checklist which will help you through the submission process. Following is a list of information and items you'll need to provide to us to complete your submission. Only once we have received all the required information, can we start the process of publishing your book.

- Author Application Form**
- Author Photograph** (if you have/want one)
- Original Completed Manuscript**
- All images, tables, charts and diagrams in a separate file** (per guidelines)
- Two Complete Copies of Your Book as Originally Published** (for reprints)
- Permissions and Credits**
- Author Contract** (in case of multiple authors, please make sure that each individual's social security number is included—for U.S. residents only—and indicate who the primary contact is)



TIMELINE FROM MANUSCRIPT TO BOUND BOOK

Here is a production timeline from submission of your manuscript to a finished book. Generally, our publishing process takes approximately five months. However, manuscripts requiring more editorial work will, naturally, require more time.

PHASE/ACTIVITY	TIMELINE ⁵	COMMENTS
I. SUBMISSION VERIFICATION Manuscript and other materials upon receipt to be verified as complete.	2 weeks	We will verify your submission to make sure that it is complete and in the correct format.
II. EDITORIAL PROCESS BEGINS	4–12 weeks	Includes basic review and any editing, as agreed upon.
III. DESIGN a) your book cover will be designed b) your book will be typeset	4–8 weeks	Includes the back cover copy.
IV. PRODUCTION REVIEW⁶ Author reviews book cover & text (PDF format).	4 weeks	You will have two (2) weeks to review and submit corrections only (no new materials can be added), after which any corrections will be implemented.
V. PUBLICATION Book will be prepared for publication.	2 weeks	Your book will be made available for ordering. You will receive your free author copies at this time along with a letter indicating how to promote your book, and how to order additional copies. (We recommend that you start any active promotional/marketing campaigns only after you received your first books)
VI. DISTRIBUTION & PROMOTION Book and title information is sent to wholesalers and online bookstores that will distribute your book.	8 weeks & beyond	Within approximately eight (8) weeks your book will be made available through our network of (Internet) distribution partners. Cosimo will start its promotional work, including sending out a press release, presenting your book on our blog and website, registering with book search engines, and any other activities previously agreed to.

⁵ This timeline is an indication of our typical publishing process and assumes the author contract is signed and that we have received a complete manuscript in the correct format on the date of submission. It also requires from your availability and timely feedback during the publishing process. In case any of the former is not compliant with our guidelines or in case of unforeseen circumstances, we reserve the right to extend this timeline accordingly.

⁶ In the event you choose to include an index to your book, the production review will begin *after* the final formatted author-approved text and will add approximately 4 weeks to the Publication Process.



INDEXING

What is indexing? When is it necessary?

An index is a systematic arrangement of entries designed to enable users to locate information in a document. In general, for a non-fiction book that is a reference volume or study guide where a reader is looking for information, a good index is critical. Examples of this would include medical textbooks or the *New York Times Almanac*.

For other non-fiction books, it depends on the type of non-fiction and the type of readers. Memoirs, generally, would be improved by having a useful index for the reader who wants to return to a spot in the text. There are also books that can do without an index because the reader will read for inspiration or enjoyment alone.

In addition, it is important to consider the readers. Will they want to return to certain nouns, keywords, concepts, or themes as they contemplate what they have read? If so, the book needs an index. If the book is meant to be read with general interest and is not expected to be used as a reference, then an index is probably not necessary.

Types of indexing

There are many types of indexes. Here we will concentrate on back-of-the book indexes found in nonfiction books: (computer generated) keyword indexing and professional thematic indexing.

A keyword index can be generated by software that actually tries to find and identify page numbers for each keyword. It essentially uses word frequency as the basis. Although indexing software can be helpful in finding and manipulating words appearing in a text, it does not offer understanding and organization of the ideas and information in the text.

Thematic indexing, handled by a professional indexer, is based on analyzing the text. The indexer also analyzes the purpose, themes and intended readership of the book. He/she anticipates terms that the reader may use for the same concepts/themes, and looks at cross-references in the text. In addition, the indexer will also use keyword indexing to create a professional topical thematic index, which will offer the book's readers an easy-to-use index.

Cosimo's approach to indexing

Although the choice and production of an index is the responsibility of the author, we do not recommend that authors prepare their own indexes unless they have prior experience and the capacity to do so. We also do not recommend using indexing software. Accurately condensing hundreds of pages into concise and searchable key thoughts is no easy matter. Since Cosimo's objective is to publish books of high quality, we strongly recommend using a professional indexer. Not only will your book benefit from the professional expertise that only a human indexer can provide, quality and content of the index will be drastically higher than if another method is used.

It is important to note that indexing generally starts after the final formatted author-approved text is available (the indexer will receive page proofs of the book: i.e. images of the actual pages as they will appear, including final page numbers). This will add approximately four weeks to the publication process.



What an author can expect from Cosimo indexers

Cosimo also offers the optional extra service of a professional indexer. Our professional freelance indexers have years of experience indexing reference and non-fiction books from a variety of publishers. They submit high-quality, print-ready indexes based on the final version of your manuscript. They will always keep in mind what readers might be looking for or interested in when creating an index.

Generally, the length of an index will be 3–5% of the pages in a typical nonfiction book, 5–8% of the pages for a history or biography, and more (15–20%) for reference books (<http://www.asindexing.org/about-indexing/index-evaluation-checklist/>). This means that in a typical non-fiction book, there will be three to five locators (page references) per indexed item. Sometimes, topics or words that the author wants indexed will not be included in the professional's index, either due to space/time constraints or because a professional indexer doesn't consider this of sufficient interest to a reader. We encourage authors to trust the expertise of a professional indexer; however, if items or pages are left out of the index that you would rather have included, we can revise and expand the index for an additional fee. Please contact us for more information about how to use one of our professional indexers.