

If you'd like more information about any of the points in the following checklists, we urge you to read our complete **DIY Formatting Guide**, which can be found on our website: www.McNallyRobinson.ca/Formatting-and-Files

PRE - SUBMISSION CHECKLIST

BOOK BLOCK

- _____ **My pages are the same size as the size that I want my book to be.**
Common mistake: Pages are formatted at 8.5" x 11" or as spreads.

- _____ **All of my pages are the same size.**
Common mistake: Different pages are different sizes within the book.

- _____ **All of my fonts are embedded.**
Common mistake: Saving to PDF without embedding all fonts.

- _____ **My book falls within the parameters for page length.**
Common mistake: Submitting a book that is too long or too short. (Books must be between 40 and 800 pages.)

- _____ **My book falls within the parameters for trim size.**
Common mistake: Submitting a book that is too big or too small. (Books must be between 4.5"W x 5"H and 8.25"W x 10.5"H.)

- _____ **My margins are wide enough.**
Common mistake: Margins are too small, causing content to be lost in the spine.

- _____ **My pages are arranged so the important elements fall on the right.**
Common mistake: Not inserting blank pages, resulting in important elements falling to the left and right.

- _____ **Any images are set at 300 DPI.**
Common mistake: Using low-resolution images, resulting in fuzzy print quality.

- _____ **My files are saved as PDFs.**
Common mistake: Submitting files in MS Word or other formats.

PRE - SUBMISSION CHECKLIST

COVER

- _____ **My cover includes the back cover, spine, and front cover.**
Common mistake: Only submitting the front cover and/or back cover.

- _____ **My cover is centered on a 17" x 11" page.**
Common mistake: Submitting a cover without the 17" x 11" background.
Note: If you've calculated your cover and it does not fit on a 17" x 11" page, then your trim size is too large for the number of pages you've included.

- _____ **All of my fonts are embedded.**
Common mistake: Saving to PDF without embedding all fonts.

- _____ **My spine has been correctly calculated.**
Common mistake: Submitting spines which have not been measured using the spine formula.

- _____ **My cover is appropriately designed for my trim size.**
Common mistake: Submitting covers whose dimensions do not match the intended trim size.

- _____ **Important design elements are within a printable area.**
Common mistake: Design elements placed too close to the edge or in the bleed room.

- _____ **My images are set at 300 DPI.**
Common mistake: Using low-resolution images, resulting in fuzzy print quality.

- _____ **My files are saved as PDFs.**
Common mistake: Submitting files in MS Word or other formats.

**QUESTIONS?
CONTACT US!**

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