

TEXT DESIGN CHECKLIST



STEPS BEFORE TEXT DESIGN STARTS

1 Completely edit and spell-check all content. Any editorial changes made once the design process has started will cost \$92 per hour.



2 Send us your files. Go to: www.gorhamprinting.com/resources/send-files

ACCEPTED FILE FORMATS:

- text files: .rtf, or .doc
- photos: .tif (300 dpi)
- logos: .pdf or .eps

3 Return this completed worksheet.

For the text design process to be efficient, we require all interior files before we can begin. If we do not have files at the time that your deposit is paid, your text design will be placed in a "WAITING" queue until all files are received.

Your Name: _____

Title of your book: _____

PUBLISHING CONSIDERATIONS

Target Audience: _____

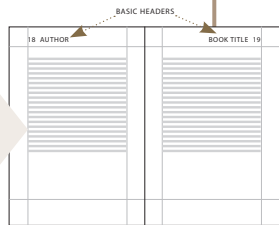
Where do you plan to sell the book? Bookstores Family Other: _____

Do you have an ISBN? No Yes, it is: _____

You will need an ISBN if you plan on selling your book in bookstores. To get one, go to: www.myidentifiers.com

PAGE STRUCTURE

- Basic Headers
- Running Headers
- Page Numbers Only



Typesize: small medium large?

Your FRONT MATTER Contains:

- Dedication
- Table of Contents
- Preface
- Foreword
- Introduction
- Acknowledgments

Your BACK MATTER Contains:

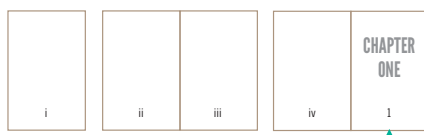
- Endnotes
- Sources/Bibliography
- Appendices
- Glossary
- Order Form
- Index

PAGE NUMBERING

Arabic numerals for the whole book



Roman numerals for front matter, Arabic number 1 starting at Chapter 1.



IMAGES

Captions under photos (please provide these as a single continuous list file in the order that photos will appear, with a photo label that corresponds to the photo file name).

Do you have a company logo? No Yes Where would you like it to appear? _____

