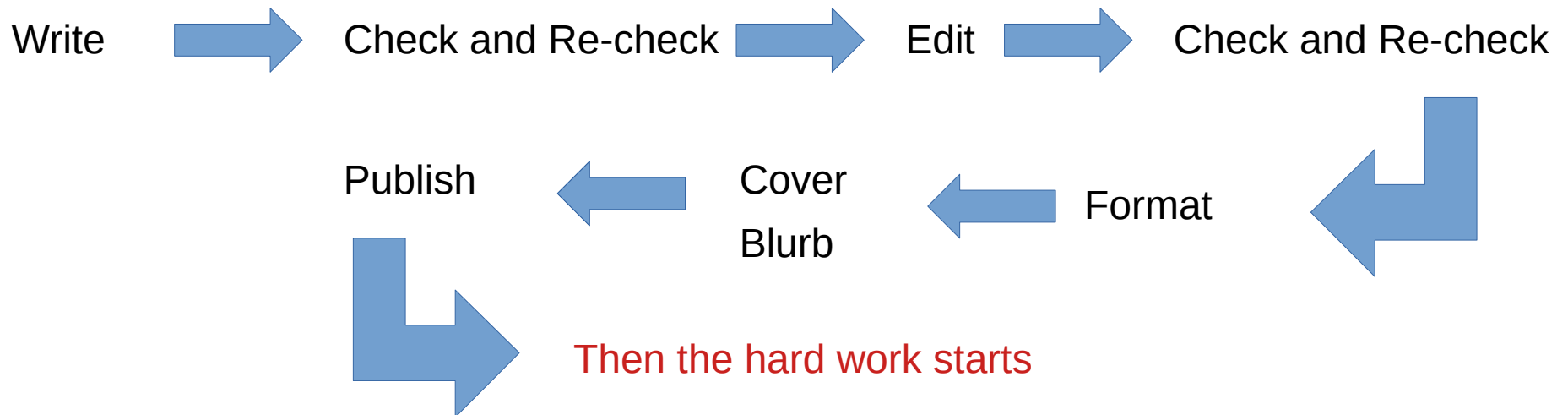


The Art (and Craft) of Publishing your Manuscript

PYA Children's Author Group



Workflow



Write

- Just **WRITE**
- Then write some more ... and some more
- Until you've finished, except you **haven't**
- Terry Pratchett said '*The first draft is when you're writing the story for yourself*'. - He was right.
- Now you're ready to start.

Write – John Steinbeck's Tips

- Abandon the idea that you'll ever finish – write at least one page per day and forget the rest – don't go back.
- Write freely and rapidly – get it in your manuscript, whatever the quality.
- Forget your audience – write for someone you know.
- If a scene gets the better of you, move on.
- Beware of a precious scene – it probably doesn't belong.
- Speak dialogue aloud as you write it – check it is natural.

Check and Re-Check

- Now is the time to be brutal with yourself – carve up your precious manuscript.
- Look for – among other things:
 - The obvious – typos, punctuation, you're – your, It's – its, etc.
 - Over use of adjectives and adverbs – *VERY* should be used sparingly – ***dashed*** is better than ***walked fast*** and ***strolled*** is better than ***slowly walked***.
 - Clumsy sentence structure.
 - Superfluous padding.
 - Keep it flowing when the action happens.

Edit, Check and Re-check

- Employ an editor if you can.
- If not - as a second best - have beta readers critique it *honestly*.
- Then check it and re-check again – editors are human too and may miss things, especially if there are many changes.

Format

- Format a page in a new file focusing on
 - Page size (UK 5 x 8in, USA 5¼ x 8 in) and orientation (portrait)
 - Page margins – size (top 1.54cm, bottom 1.4cm, left 1.7cm, right 1.4cm, gutter 0cm), mirror margins
 - Header (1.2cm) and Footer (0.76cm)
 - To have a different header for each chapter always use *section break and not page break*
 - Copy and paste your manuscript into the document.
 - Text styles – *always* use styles, never direct formatting to format your final manuscript ready for publishing.

Format (continued)

- Save your document in WORD (DOCX) format for an eBook
- Save or export (you can also use print-to-a-file for this) your document to PDF format for paperbacks and hardbacks
- Check the formatting is what you want before submitting it for publishing

Format - Styles

ICE - KILLING THE AMERICAN DREAM 35

lights dimmed leaving only night lights lit. Helen rested on the bunk. Aware of the thump-thump in her chest, Helen's mind revisited the events of the day. Tired, yawning periodically, sleep wasn't happening as she postulated the horrors still to come.

Header Style

Heading 1 Style

2-Day-1

Text Body Style

HEIKE PHELAN 36

Helen eventually dozed off to wake with a start.
Rap-rap-rap.

One of the girls was tapping the window. Helen's bed sheet was on the floor, she was lying on the green plastic mattress and the woollen blanket hung over the edge of the bed. She lifted herself, unsure where she was but recollection gushed in as memory of her predicament flooded back. The door opened and a girl stepped through carrying a food tray. She placed it on top of the rubbish bin and stepped back out. Helen retrieved the tray setting it down on the

Cover, Blurb and Publish

- For another time? **Discuss**