

E-book formatting should be kept **very simple**. Please follow these guidelines so that we can make your book available as quickly as possible. Here are the basic rules, for more details see the free ebook by Mark Coker (<http://www.smashwords.com/books/view/52>)

1. Save your file as word.doc
2. Make a back-up version before you start reformatting it
3. Imagine your text as free-flowing text in an ebook. It will not look as it does now on an ebook reader.
4. Show the formatting as you work on your formatting (click on ¶ from the toolbar on Word)
5. Use “Normal” paragraph style for the bulk of your text (select format type from the left hand side of your tool bar on Word)
6. The text should be single spaced
7. You can use centre, bold and italics (you might have to re-do this if you later change everything to “Normal”)
8. Do not add a table of contents – this will be automatically generated from the text that you format as “Heading 1”
9. Use “Heading 1” for the chapter headings throughout the text. This text will later become your Table of Contents.
10. Use “Heading 2” for any sub-headings in the text
11. Anything that you want to appear in the table of contents should be formatted in “Heading 1” or “Heading 2” and typed on the same line (e.g. Chapter 1: Getting started)
12. Do not use the preset “headings” for other headings such as “references” or “about the contributors”. Use bold / italics and “Normal” text (if you aren’t sure about headings and text types, the technical editors can do that later)
13. Turn off Word’s “auto-correct” as it will slow you down (Tools / Auto Correct / click on “AutoFormat As You Type” / uncheck most of the boxes / click on “AutoFormat” and uncheck the four boxes under “Apply.”)
14. Use the same font throughout. Times New Roman, Garamond or Arial work well
15. Your text should be 11 or 12 point at most. This includes the title, headings and sub-heading.
16. Indent the first line of each paragraph (use format / paragraph / special / first line) or the tab key
17. Do not use the space bar for indenting any text
18. Left justify your main text throughout
19. For references use “hanging”, single spaced for the paragraph format
20. You may centre the heading text if you wish
21. You can leave one blank line to separate sections or type “ \*\*\* ” to break up the text.
22. If you want to have text on a new page, use the “insert / break / page break” function of Word.
23. Do not put your text into columns.
24. Do not use tables.
25. Do not use text boxes or other shapes.

26. If you would like to have tables or boxes, convert them to JPGs (the technical editors can do this later if you aren't sure).
27. Do not use footnotes.
28. If you would like to add notes, make a section at the end of a chapter with the heading "Notes". Type the notes as a numbered list.
29. You can insert pictures, but format them in line with text and centre them
30. Please do not use very large image files. The whole file should be under 5 mega bytes. To make a picture smaller, click on it in word, select "format" and "compress"
31. If you want to include a slideshow, video or photo album, this can be stored online separately with a link to it from the ebook (please let the editors know – we can help with that)
32. Do not use page numbers
33. Do not use drop caps
34. Feel free to link to different parts of your book. However, we recommend not having *too* many hyperlinks as they can be distracting to readers. To create a link within the book, do the following:
  - a. highlight text just before the location you want to jump to and "insert a bookmark". Give the book mark a relevant name that you will recognize when you link it later.
  - b. highlight the text that you want the readers to click on to take you to the book mark and "Insert / hyperlink". Select "document", then next to "anchor" click "select", choose "bookmarks" and then select the location you would like to link toIf you aren't sure about this, the technical editors can do it for you later.