

## Publishing Partners

### eBook formatting tips

- As with any book, print or eBook, proof your manuscript for spelling and grammar. (Best to hire an editor)
- Don't use tabs or the space bar to format paragraphs. Use the "Format/Paragraph" menu or alignment buttons in the toolbar of your text-editing program if you want indents.
- The front matter should be just like a printed book, however there are no blank pages.
- Use standard fonts such as Times New Roman, Minion Pro or Courier New. Not all fonts are supported by all eReaders.
- The reader can change the font, font size, margins and color of type
- Don't use very small or very large font sizes. We recommend 12 point size font for body text and 14-18 point for chapter titles.
- Do not wrap text around images. All images should be set in-line with text.
- Special symbols may not convert properly to EPUB unless they are characters in a standard font set.
- eBooks do not have page numbers so don't refer to page numbers. However, you can hyperlink to the referenced content.
- Foot notes become end notes in an eBook