



Publish and Succeed Ecourse

by Jill Ronsley

Prepare Your Manuscript for Publication

Lesson #1: Welcome!

Welcome to the Publish & Succeed Ecourse #1, “Prepare Your Manuscript for Publication.”

You will receive five lessons by email, one every other day for the next 10 days, including today.

Each lesson will introduce you to new ideas with action steps you can take immediately that will have a big effect on your writing. They will help you prepare your manuscript for an editor, publisher, book designer or ebook formatter.

The pace and content of these lessons will inspire you without being overwhelming.

To ensure that your lessons don't end up in the spam folder, please add jill@publishandsucceed.com to your accepted email senders.

What you will learn in this ecourse

You will learn essential things you can do yourself to polish your text once your book or article is written. Every lesson will give you a taste of a different aspect of manuscript polishing. I say a taste because each could be a complete course. These are the umbrella categories for this e-course:

- Lesson 1: Polish Your Presentation
- Lesson 2: Sharpen Your Style
- Lesson 3: Perfect Your Punctuation
- Lesson 4: Refine Your Proofreading
- Lesson 5: Focus on Good Writing

This ecourse helps you prepare your manuscript for editors, publishers, book designers and your readers. It is a big topic—but if you take 20 minutes to master each step, your writing will improve immensely.

Just a few minutes for each lesson ...

Take one or two minutes to read each lesson and 10 to 15 minutes to complete each action step. Reserve time first thing in the morning or after dinner when family members are busy with homework, absorbed in a television show or sound asleep. Find the time that works best for you. You will thank yourself when you see the results.

Polish Your Presentation: 2 Tips

Clean formatting makes your manuscript easy to read. If you follow these two tips, you will please any publishing industry professional.

1. **Select all the text and change the font to Times New Roman, 12 point.** While doing this, italics and bold will not change. However, if you have chosen a special font for a particular purpose, such as handwriting for a letter in a novel, keep that special font so that an editor or book designer can work with the passage easily.
2. Delete all double spaces. In the old days of the typewriter, it was correct to type two spaces after every sentence. When you type on a computer, there should be no double spaces, because computer software automatically spaces the words on every line evenly.

Summary

Clean up your manuscript by putting the text in a standard font, such as Times New Roman, and changing all double spaces to a single space.

Action Steps

Select a chapter of your book, an article or any 750-word passage that you have written. Apply these two simple action steps.

Action Step #1: Change the Font

1. Select all the text
2. Change the font to Times New Roman, 12 point.

Action Step #2: Delete Double Spaces

1. Do “Find and Replace” in Word.
2. In the “Find” field, type two regular spaces. In the “Change to” field, type one space.
3. Click on “Find Next.”
4. When two spaces are found, click on “Replace.” Then the next instance of double spaces will be displayed.
5. Repeat the process until all double spaces have changed to a single space.

You will find many double spaces where you wouldn't have expected them to be—sometimes right in the middle of a sentence!

Tip: Don't be tempted to click on “Replace All” if there are many double spaces in your manuscript. Be patient and take the time needed to check every instance, because if you don't, you might change something you didn't intend to change, and this could come back to haunt you later.

Stay tuned for the next lesson, when you get a great tip to help you edit your own work: *Reduce Wordiness to Elevate Your Style.*

Write, Publish and Succeed!

For more information visit www.publishandsucceed.com