

General Questions

Q: What is included in the Book Formatting Package?

Our Formatting Package includes professional book formatting in various sizes, a unique interior layout to showcase your content, and a clean and timeless design for enhanced readability.

You will receive the ebook and the paperback file in *epub* and *PDF* formats.

Q: What files are included in the package?

In the package, you will receive the following files after we have completed the professional-level formatting for your book:

- ***ePub File***: This file is formatted with reflowable text, making it suitable for all major eBook vendors, including Amazon Kindle, Draft2Digital, Lulu, the iBookstore, and other digital platforms. It ensures your book's digital version is properly formatted for many eReaders and devices.
- ***Print-Ready PDF File***: This file is designed for use in both paperback and/or hardcover formats and is optimized for all major print platforms, such as Amazon Print, IngramSpark, Draft2Digital Print, and more. It ensures that your book is ready for high-quality printing and distribution in physical form.

To sum up, you will receive two formats for your manuscript – an ebook format and a print format.

Q: How is the package priced, and does the cost cover a specific number of pages or a range of book lengths?

The package is priced at a base rate of \$97. Additional costs depend on the manuscript's word count, the number of images, tables, and design elements. The basic package covers up to 50k words and includes 20 images and/or tables.

Q: What is the expected turnaround time for formatting my book through this package?

The standard turnaround time for the package is five business days. The turnaround can increase if your book contains complex design elements or a larger word count.

Q: What software do you use for formatting?

We use Vellum for formatting manuscripts. The software is perfect for formatting text-oriented books but is limited in design and customization options. Please contact the Publishing Services support team at support@publishingservices.com, before placing your order if your manuscript requires a particular design, colors, frames, and a customized page layout. We will review your manuscript and let you know if we can match your vision for the book using Vellum.

Q: Can I request multiple rounds of revisions to ensure the formatting meets my expectations?

Certainly! It's essential to understand the distinction between formatting revisions and content revisions in our book formatting package, as well as the associated policies:

Formatting Revisions

Formatting revisions pertain to alterations made to the book's appearance and layout, such as font styles, spacing, margins, or design elements. These revisions do not affect the actual content or text of the book. With our package, you have the benefit of unlimited formatting revisions, except for style changes. This means that you can request any number of adjustments to the visual aspects of your book at no additional cost, as long as the core formatting style remains the same.

However, it's important to note that changing the formatting style, such as selecting a different style after the initial formatting is completed, can be a complex and time-consuming process. It may disrupt the layout and page breaks of the book, leading to substantial additional work for our formatters. Therefore, style changes are subject to an extra charge, depending on the amount of work involved.

Content Revisions

Content revisions refer to changes made to the actual text and substance of the book. This includes modifying or adding/removing paragraphs, chapters, text content, and other substantive alterations. These changes require editing and reformatting of the text itself.

In our package, **minor content revisions are accommodated at no extra cost**. These revisions encompass adjustments to the text and substance of the manuscript.

However, should the manuscript require numerous changes exceeding this limit, an additional fee will be applied to cover the associated time and effort. This fee addresses the thorough review, editing, and reformatting needed to align the content with the extensive modifications.

To clarify, formatting revisions that impact the visual appearance and layout of the book are integrated into the package without extra charges, except for style changes, which are subject to an additional fee. These policies are designed to facilitate a seamless and efficient revision process while preserving the formatting and content integrity of your book.

These policies help ensure a smooth and efficient revision process while maintaining the integrity of the formatting and content of your book.

Q: Can I request content changes or updates to the formatted book after it has been created?

Absolutely.

In our package, minor content revisions are accommodated at no extra cost. These revisions encompass adjustments to the text and substance of the manuscript.

However, should the manuscript require numerous changes exceeding this limit, an additional fee will be applied to cover the associated time and effort. This fee addresses the thorough review, editing, and reformatting needed to align the content with the extensive modifications.

Q: I need to publish my book on KDP to get my ASIN and review link. But my book has to be formatted before I publish it. How do I insert the review link to the book after it has been formatted?

You will receive your ASIN after your book is published. The ASIN is a unique identifier code Amazon assigns to your eBook. It functions similarly to an ISBN code.

It's a bit of a catch-22 situation because your book needs to be formatted before publishing, but you require publication to obtain your ASIN and review link.

You can find your ASIN on your KDP (Kindle Direct Publishing) dashboard and your book's product page.

Your review page link should be in this format:

[https://www.amazon.com/review/create-review/?asin=\[ASIN\]](https://www.amazon.com/review/create-review/?asin=[ASIN])

Simply replace "[ASIN]" with your book's unique ASIN code.

Once your book is published, you can provide us with your ASIN and review link. We will then insert the review link into your eBook and create a QR code for your paperback. When

sending us this information, please include instructions on where to place the links and QR codes within your book.

This is included in the package, and no extra charge/payment is required.

After we deliver the updated files to you, all you need to do is reupload the manuscript to KDP. It's essential to note that ***you should avoid unpublishing the book and then republishing it, as this could result in losing reviews and ratings***. Instead, simply re-upload the manuscript.

Technical Formatting/Manuscript Questions

Q: Can I choose from different trim sizes and formatting styles within the package, or is it standardized?

Most self-publishers typically use 5.5x8.5 or 6x9 trim sizes, which is our standard offering.

If you need a different trim size, please contact us via email at support@publishingservices.com to discuss your specific requirements.

We understand that each author may have a unique vision for the formatting of their book. With our book formatting service, you can choose different formatting styles that best suit your preferences.

When placing the order, you can select a formatting style that aligns with the visual aesthetics you desire for your book, along with a few other elements, such as font, ornamental break, and quotation style.

Q: What are the available trim sizes and styles that I can select for my book's formatting?

You can choose from the following trim size options:

Popular Trim Sizes			
5 × 8 in 12.7 × 20.3 cm	5.25 × 8 in 13.3 × 20.3 cm	5.5 × 8.5 in 14 × 21.6 cm	6 × 9 in 15.2 × 22.9 cm
Additional Trim Sizes			
5.06 × 7.81 in 12.9 × 19.8 cm B-FORMAT	5.5 × 8.25 in 14 × 21 cm	6.14 × 9.21 in 15.6 × 23.4 cm	
International Sizes			
4.72 × 7.48 in 12 × 19 cm	4.92 × 7.48 in 12.5 × 19 cm	5.83 × 8.27 in 14.8 × 21 cm A5	5.31 × 8.46 in 13.5 × 21.5 cm
Mass Market Paperbacks			
4.12 × 6.75 in 10.5 × 17.1 cm	4.25 × 7 in 10.8 × 17.8 cm	4.37 × 7 in 11.1 × 17.8 cm A-FORMAT	
Large Print Options			
5.5 × 8.5 in 14 × 21.6 cm LARGE PRINT	6 × 9 in 15.2 × 22.9 cm LARGE PRINT	6.14 × 9.21 in 15.6 × 23.4 cm LARGE PRINT	

Make sure that all your future books in this niche ideally have the same trim size so your books look good on a bookshelf when a customer buys all of them.

If you plan on publishing a hardback, please check which trim sizes are supported by KDP here: https://kdp.amazon.com/en_US/help/topic/G201834180

If you format your paperback in a trim size not supported by hardback, you'll need to reformat the book in a supported hardback trim size.

Q: What if I want to change the trim size of my formatted book after formatting?

If you need to change the trim size of your existing book, we charge \$25 for the trim size change.

Please contact us via email at support@publishingservices.com to discuss your specific requirements.

Please note: your manuscript has to be identical to the version we previously formatted. If you have made any content changes to the manuscript, it must be formatted from scratch.

Q: Are there any specific requirements or guidelines for manuscript submission, such as file format or fonts used?

We accept manuscripts in Microsoft Word (.doc or .docx) format. This format is preferred because it allows for easier collaboration and formatting adjustments.

Please ensure your manuscript is complete and free from major typos or errors. We do not provide proofreading or editing services as part of the formatting package.

While we will take care of the detailed formatting, it's helpful if you can do some basic pre-formatting. This includes setting up the heading hierarchy in your manuscript. Make sure that chapter headings, subheadings, and any other formatting you'd like to maintain are clearly indicated in the document. This helps us understand your formatting preferences.

When we receive your manuscript, we assume that everything within it is exactly as you want it. Any specific instructions or formatting preferences should be clearly communicated along with the manuscript submission. We will follow your lead and ensure that the final formatted version aligns with your vision for the book.

Q: How do I provide input or preferences regarding the formatting style and design for my book?

When working with us, you can provide input and make specific preferences regarding various elements of your book's style and design. Here are the options you can choose from when placing your order:

Formatting Style: We offer a selection of formatting styles that define the overall look and feel of your book. Each style comes with unique choices for chapter headings and subheadings, as well as a heading image (a small image beneath your chapter heading), allowing you to pick the one that resonates best with your vision.

Font Style: You can select the font style that will be used for your book's text. Fonts play a crucial role in the visual appeal of your book, and you can choose one that matches your book's genre and your personal preference.

Ornamental Break Style: An ornamental break is a decorative element used to separate sections or chapters within a book visually. You can choose the style of these breaks to align with the book's theme or your artistic preferences.

Quotation Style: For quotes that need to stand out, such as introductory chapter quotes, you can select a quotation style. This allows you to emphasize these quotes, making them visually distinct within the text.

Q: Can I change the formatting preferences I chose (such as style) after the order is finished?

Yes, we can make any adjustments after the formatting process is done.

However, certain changes come with an extra cost.

We charge \$25 for changing the formatting style after the manuscript is finished. This is because that particular change triggers many additional smaller changes and adjustments to the manuscript, as well as checking the page breaks.

Q: Can you recommend what formatting and font style to use in my book, as well as other design options?

We have a standardized, in-house formatting layout and design that provides a foundation for the appearance of your book.

Our standard formatting style is based on "*Kindred*." This style defines the overall layout, including elements like chapter headings, subheadings, and heading images.

We use "Crimson Text" as our standard font style for the text within your book. This font is chosen for its readability and classic appeal.

As part of our standard layout, we typically use medium font and line spacing sizes. These settings are designed to offer a balanced and easily readable presentation of your content.

Now, it's important to note that beyond these core elements, other design aspects are chosen and decided upon by our formatting experts. These design choices are made based on what complements the book's content and enhance its overall aesthetic.

We want to emphasize that there are no "right" or "wrong" answers when it comes to book design. The visual design of your book is a matter of personal preference. What looks good in a book can vary widely depending on the book's genre, theme, and your artistic vision. We provide a standardized option to maintain a professional and consistent look, but the finer design details are open to customization to ensure your book aligns with your unique vision. You can choose a variety of those when placing the formatting package order.

Ultimately, the choice of design elements, whether the quotation style, ornamental breaks, or any other formatting aspect, is entirely up to you as the customer.

Q: Are additional options or add-ons available, such as custom chapter headings or design elements?

Please get in touch with the Publishing Services support team (support@publishingservices.com) before placing your order if your manuscript requires a particular design, colors, frames, and a customized page layout. We will review your manuscript and let you know if we can match your vision for the book using Vellum.

Q: How do you handle special formatting requirements, like footnotes, endnotes, or images, within the package?

Generally speaking, footnotes are usually placed at the bottom of the page where the reference is made.

Endnotes, on the other hand, are located at the end of the document or chapter, requiring readers to go to the end to find the notes. They are typically used when space considerations or a cleaner page layout are priorities.

Vellum doesn't support footnotes, so every footnote in a manuscript will automatically be converted to an endnote.

While our goal is to maintain the original placement of images as they appear in your manuscript, there are situations where adjustments are necessary. These adjustments are made to ensure the overall book layout remains aesthetically pleasing and functional.

Specifically, we may need to relocate images to avoid gaps and address potential margin issues. Our priority is to strike a balance between preserving your content's integrity and delivering a well-organized and visually appealing final product.

Q: Do you provide guidance on selecting the most suitable trim size and formatting style for my book's genre or content?

We can offer some general recommendations for the trim size, such as suggesting a larger trim size, like 6x9, if your book contains more than 30,000 words and includes images. This larger size can help reduce printing costs.

However, the choice of trim size can be influenced by various factors, including genre, target audience, and design preferences. For more tailored advice, we would need to conduct additional research in your specific book niche, analyze what your competitors are doing, and consider the profit-to-printing cost ratio. This level of in-depth analysis goes beyond the scope of our standard package and would involve extra research and consultation.

Choosing a formatting style, such as our in-house style Kindred, is often a matter of personal preference. Kindred offers a clean and professional look for those who may find it challenging to decide on a style or desire a polished, consistent appearance. While we provide Kindred as a standard, you are welcome to select a different style that aligns with your artistic vision.

Q: How does the package handle the formatting of special content, such as poetry or non-standard text?

When you have special content, like poetry, workbooks, or any non-standard text, the best approach is to get in touch with our Publishing Services team before placing your order. Just explain your vision to us, and our team can take a look at your manuscript. We'll then suggest and discuss any potential limitations in matching your vision.

Discussing your project with us upfront is essential because different types of content might have specific formatting needs, and we want to ensure we can meet your expectations using the available tools.

This conversation also helps us identify any potential challenges and limitations due to the software.

You can reach out to us via email at support@publishingservices.com

Q: Can you accommodate specific brand or branding elements within the book formatting, such as logo placement or color schemes?

Vellum can't add colors to your book, such as font colors, frames, or similar elements. However, this limitation is generally not a problem for most publishers, as most print their books in black and white. This helps reduce printing costs and ensures that the content remains easily readable.

If your manuscript includes colored images, don't worry. Those colored images will retain their original colors after formatting is done. Vellum doesn't alter the colors of images in any way.

As for logos, we can indeed add them to your book. However, there are some limitations to consider.

For any specific logo placement or formatting requests, it's best to reach out to our support team. They can provide guidance and work with you to ensure that your logo is integrated into the book design in a way that meets your needs.

You can reach out to us via email at support@publishingservices.com

Q: Is there a quality control process to ensure that the formatted book meets industry standards and is error-free?

We have a comprehensive quality control process in place for every order to maintain the highest level of quality.

Each order begins with an initial prescreening of the manuscript. If our team identifies any issues, the order will be temporarily placed on hold. Common issues that trigger this step include incomplete or improperly filled order forms, incorrect word or image counts, missing trim size selection, or manuscripts that are exceptionally messy or in need of substantial editing. In such cases, we will reach out to you to address the issues and provide guidance.

Once the initial prescreening is complete, the manuscript proceeds to the formatting stage. Here, our team uses Vellum to format your book according to your chosen style and preferences.

After formatting is completed, we have another layer of quality control. Editors meticulously review the final formatted version to ensure that there are no gaps, misplaced headings, or other issues. This step ensures that the book is error-free and aligns with industry standards.

Q: Do you create the title page, copyright page, and Table of Contents?

Yes, we do create the title page, copyright page, and Table of Contents (TOC) as part of our book formatting service. However, there are a few important considerations for customers:

The title page and the TOC are created automatically by Vellum.

If you desire a customized title page, you have the option to provide us with a docx (Word) version of your title page, which we will convert into an image and insert into the manuscript in place of the Vellum-generated one.

The TOC generated by Vellum includes chapter headings and main subheadings. It doesn't include sub-sub headings or further levels of subheadings. If you want a sub-sub heading to appear in the TOC, it should be formatted as a subheading within the main body of the book. In other words, it's essential to structure your content accordingly to ensure proper inclusion in the TOC.

If you don't have a copyright page, we can add one for you. To do so, please provide us with the name to which the copyright should be registered, and we will ensure that it is included in the book

If you wish to add the copyright claim to your manuscript before submitting it for formatting, [click here to download the template](#).

Q: Why didn't you add the copyright page to my AI-generated manuscript? Can you add it in?

As providers of book formatting services, we often encounter books that contain AI-generated content.

Such content may not be eligible for copyright protection under certain circumstances. So we refrain from inserting the copyright page automatically (which we normally do for human-written books).

If we insert a copyright page, it is your responsibility to confirm the accuracy and legitimacy of the copyright claims pertaining to the AI-generated content.

By requesting the insertion of a copyright page for a book containing AI-generated content, you acknowledge and agree that:

- You are solely responsible for verifying the accuracy and legitimacy of any copyright claims related to the AI-generated content.
- Publishing Services, as book formatters, cannot be held responsible for the accuracy and truth of such copyright claims.
- Any inclusion of a copyright page for AI-generated content is done at the customer's request and does not imply endorsement or guarantee of the validity of the copyright claims by Publishing Services.

By proceeding with the insertion of a copyright page for a book containing AI-generated content, you agree to indemnify and hold harmless the book formatter from any claims, liabilities, damages, or expenses arising from the inclusion of such copyright claims.

Q: What happens if I have a complex book with multiple sections or chapters that need unique formatting?

The best approach is to get in touch with our Publishing Services team before placing your order. Just explain your vision to us, and our team can take a look at your manuscript. We'll then provide suggestions on how we can use Vellum and whether there might be any limitations in matching your vision.

Q: Can you handle non-English languages or special characters within the formatting package?

We are capable of formatting books in any language. It's essential that headings and subheadings in the original manuscript are clearly marked, so our team can identify the

structural elements of the book. This allows us to format the text correctly in the language of your choice.

The handling of special characters depends on the specific characters and their usage. We can accommodate a wide range of special characters, diacritics, and symbols commonly used in various languages. If you have specific special characters or symbols that you intend to include in your book, it's best to reach out to our support team. They can provide guidance and work with you to ensure that your logo is integrated into the book design in a way that meets your needs.

You can reach out to us via email at support@publishingservices.com

Q: Can I request a customized book formatting package if I have specific design or formatting preferences beyond the standard offerings?

Certainly, you can request a customized book formatting package if you have specific design or formatting preferences beyond our standard offerings. However, we recommend getting in touch with our customer service team before placing an order. This allows us to review your manuscript and discuss your specific requests to see if we can accommodate them using Vellum or other tools at our disposal.

You can reach out to us via email at support@publishingservices.com

Q: Can I review the formatted book before it is finalized?

No, you won't have the opportunity to review the formatted book before it's finalized. When you place your order, you select your design preferences based on the examples provided on our package product page. After you've made your choices, we will finalize the order and send it to you for your review.

At this point, you have the opportunity to request any necessary formatting revisions. The good news is that all formatting revisions are included in the package, except for formatting style changes.

The reason behind this process is to expedite the publishing process for our clients. By minimizing the review phase, we can help you get your book ready for publication as quickly as possible.

Q: What is your approach to formatting images, graphs, or other visual elements within the book?

We generally follow the image layout submitted in the original manuscript. This ensures that the visual elements are placed as intended by the author or publisher. However, in cases where moving an image is necessary to avoid gaps or layout disruptions, we may make adjustments to maintain a smooth and aesthetically pleasing layout.

If your manuscript contains tables, we convert them into images and insert them into the manuscript in image format. This helps ensure the tables are presented consistently and maintain their original appearance.

In the event that there are issues with your tables, our customer support service will proactively reach out to you. They will explain any concerns or challenges related to the tables before we proceed with the formatting.

Your submitted images, graphs, and other visual elements should be high quality. As part of our book formatting service, we don't make adjustments to image quality. Our primary focus is on the placement and size of these visual elements within the book.

Any modifications to the quality of images should be handled by graphic designers or other specialized professionals to ensure that the visual elements meet the desired standards for your publication.

Q: Can I make changes to the formatted book myself?

To make changes to the formatted book, you need access to Vellum, the software we use for formatting, and the source files. When we insert your manuscript into Vellum, the software generates source files that are essential for modifying the formatted version.

It's important to note that to make any changes, you must work with the source files generated during the initial formatting process. Reinserting a new version of the manuscript into the software will result in the creation of a new set of source files.

We maintain a copy of these source files in our archives at all times. This ensures we can access and make changes to your manuscript even after the initial formatting is complete.

If you require the source files for your book, you can purchase them from us for \$67. These files allow you to make further changes or updates to your book using Vellum.

In summary, you can make changes to the formatted book if you have Vellum and the source files. To access the source files, you can purchase them from us for a fee.

Q: Why does my ebook version look different from the PDF version?

Ebooks are quite different from traditional printed books, and they come with some unique characteristics. One of the biggest differences is that ebooks aren't tied to a fixed layout. It's

because ebooks can be read on a whole bunch of different devices, and these gadgets can be very different from one another. So, the way an ebook looks depends on your specific device and the settings you choose.:

That means your ebook can look quite different depending on whether you're reading it on a tablet, an eReader, a smartphone, or a computer.

Unlike print books, ebooks don't have page numbers. Every device can display the content in its own way. So, what you see as page 24 on your e-reader could be page 36 on someone else's device.

Your ebook's look is closely tied to the device you're using. Whether you're reading on a small phone or a big tablet, the screen dimensions and settings make a difference in how the text appears.

Some eReaders make it look like you're flipping pages, but that's just a clever trick. In reality, ebooks are continuous files that you can scroll through.

Q: Can I get a Word format version?

Unfortunately, no - at least not fully formatted.

Ebooks typically use HTML, CSS, and proprietary formats like .mobi or .epub, which have distinct formatting requirements compared to Word documents.

PDFs, on the other hand, are fixed files - so they are not compatible with editing softwares such as Word.

We can export the Word file, but it most likely won't be a fully formatted version.

There are also several other issues:

The formatting never transfers perfectly across platforms. That means that your Word version might not feature all the formatted elements you'll find in the PDF and ebook versions. You will have to make adjustments throughout the manuscript.

You will have to be very careful when making changes to the Word version to avoid disrupting the margins and spacing. Margin issues are the no.1 reason people have trouble when uploading the book to KDP.

If we do generate a Word version for you, we're not responsible for any issues that might occur when you upload the book to KDP.

Additionally, if you would need us to make any future changes to the paperback file, please note that we will make the changes to the version we formatted – not the Word version you changed and adjusted after formatting.

Q: Do I need a reference page?

Every non-fiction book should include a reference or bibliography page.

References enhance the credibility of your book. It demonstrates that your content is well-researched and based on reliable sources, which can build trust with your readers.

A reference page provides transparency about the sources you've used to support your arguments, claims, or information. This transparency allows readers to verify the accuracy of your content and investigate further if they desire.

In some cases, citing sources and providing a bibliography may be a legal or ethical requirement, especially when using copyrighted materials or when adhering to academic or publishing standards. Failure to properly credit sources can result in legal issues or damage to your reputation.

Properly citing sources and providing a bibliography help you avoid plagiarism. Plagiarism is the uncredited use of someone else's work, which can have serious consequences for both your work's integrity and your reputation.

In summary, a reference or bibliography page is an essential component of a non-fiction book. It bolsters your book's credibility, provides transparency, and ensures compliance with legal and ethical standards. It also offers valuable resources to your readers, engages them in the topic, and helps you avoid plagiarism.

Q: Can you format bundles?

Yes.

If Publishing Services formatted all the books you want to bundle, the service costs \$25. To order Bundle Formatting, please reach out to our support team at support@publishingservices.com, and they will provide info on the next steps.

If PS didn't format your books, we cannot bundle them without formatting them from scratch, which comes with a standard package cost for each book.

If you own Vellum source files for all the books you want to combine, we might be able to format the bundle. In that case, please reach out to our support team at support@publishingservices.com, and they will provide info on the next steps.

Q: Can you send you the images for my manuscript separately so you can insert them during formatting?

Unfortunately, no. It's very important for us to have the images included in the manuscript, as we then know where you want them placed in your book. We might move them a bit if needed to avoid gaps and layout disruptions, but the manuscript you submit should already contain all the images and/or tables.

Q: The images in my manuscript are blurry/low-quality. Can you adjust them?

Ensuring your images are high-quality is your or your designer's responsibility. Our formatters can make certain adjustments, if needed, to ensure a consistent layout or avoid gaps, such as cropping the image.

Enhancing or manipulating the artistic aspects of an image, such as adjusting colors, adding effects, or increasing the resolution, falls within the domain of a graphic designer.

On the other hand, incorporating images into a document and adjusting their size for layout purposes is the formatter's job.

Before you submit the manuscript for formatting, check all your images and ensure they are clear and high-quality. KDP might refuse to publish if the images are not of sufficient quality.