Edition 4

Date: 19/11/2023

## INTRODUCTION

Welcome back everyone!

First, let me apologise for the absence of July’s/August/and September’s newsletter. I had other responsibilities involving family.

One being my mother’s fibromyglia, and kidney issues. She had a severe flare up, and required caring for, both in hospital and at home.

Also, my daughter finally began nursery/pre-school in August! She found nursery/pre-school strange, at first, but has now settled in. She is very social, and her teachers have noticed how bright she is.

My partner and I have taught her so much over the past two years. Numbers, the alphabet, and some BSL (British Sign Language) due to my speech impairment, I have the knowledge to pass on.

We have finally moved into a nice house. It took a few years, but we got there! There are still so many things still to do such as the lounge flooring, and update kitchen appliances!

In this edition, I’ll speak about the progress of book 1 of the “Insignitis” series, tips I have discovered by researching aspects of formatting, and book suggestions.

However, this edition will be longer than the previous editions.

PROGRESS OF BOOK 1

As of August 10th (2023) I was provided two sketches of my front cover. There are great, but had some issues. I mentioned them, and Joshua changed them without question. So, if you hire a professional, do not be scared to voice any issues you have. Cover designers are there to ensure your cover is exactly what you want.

The font he has used is amazing, and he’s intertwined it with the rune named the Elven Star. The rune plays a significant part in the novel. Also, he’s going to add my author logo to the spine – it’s The Tree of Life.

Also, he added an aspect I didn’t expect, but I love it. It’s another character in the book that isn’t what they seem. There are a few characters of that nature. All my beta readers enjoyed that aspect.

Joshua’s website is: [www.joshuagriffinart.com](file:///D:\Novels\Newsletters\www.joshuagriffinart.com). Please have a look at his work.

Furthermore, I found a website who produce bespoke jewellery. I have a necklace, which has the Elven Star attached.

I have asked for permission to display their website address on my website. You can click on the link, but here is the link:

[www.kimnkim.co.uk](http://www.kimnkim.co.uk)

## FORMATTING

When formatting a manuscript for self/traditional publishing, follow the guidelines provided on the publishing platform of your choice.

However, when formatting for self-publishing, you can hire a professional, but that costs valuable pennies! However, you can do it yourself: this is the format I discovered, and used. No-one wants readers to think the manuscript has been written by an amateur author!

This is the layout:

**Front Matter (before chapter 1)**

* Title page: must match the font on the front cover. You can ask your designer to provide a copy you can insert as an image.
* Fly Page – authors usually sign this page, but it is optional
* Copy-right/Disclaimer
* Website/Contact
* Dedication: usually very short
* Map: if it’s fantasy or involves another world
* Author’s Note (can be back-matter)
* Table of Contents (hyperlink on ebook format)
* The Manuscript

**Back Matter**

* Author’s Note
* Reminder to Review the book
* Call to Action e.g: sign up to your newsletter
* (If further books are available) – a sneak peek – usually one chapter
* Acknowledgements
* Author Bio/photo (if desired)/social media links/website (hyperlink in ebook format), it can be added inside the back cover.
* Glossary, common in fantasy novels, and non-fiction.

**Layout & Appearance**

* Formatting
* Front/back matter
* Size of the book
* Fonts
* Adding images (“bleed”)
* Chapter headers
* Margins
* Indents when needed.

**Setting Up Margins**

My chosen software is Microsoft Word, but I usually use Scrivener. But my laptop decided to break, so I have to use my Notebook, which has little memory!

If using a printing company, or website such as Amazon KDP, there are specific measurements required. Depending on length of the manuscript, and if it includes images (termed as “bleed”), the margins vary.

“Bleed” is a term used to ensure nothing is cut off during printing (this is also why margins are set), it is specific to any book with images.

First, the size of the book has to be considered – I’m using 6” x 9”. There are five boxes found in the **Custom Margin** window by going to **Page Layout**. These are:

* Inside
* Outside
* Gutter
* Top, and
* Bottom.

Before you customise the margins, the size of the book needs to put into the **Paper Size** option, found in **Custom Margins** option. Also, you need to select “**Mirror Margins**” for the **Whole Document**.

The margins I have used following KDP guideline (without bleed) are:

Top: 0.625”

Bottom: 0.625

Inside: 0.625

Outside: 0.25

Gutter: 0

Bear in mind that the **margins will appear different per page** – it is set up to look like an open book.

The way my manuscript is set up is the chapter numbers have their own page, but this is optional. Chapter numbers can be followed by text, but separated by a few spaces.

As for formatting the story, it is best to set up personal styles in the **Style Pane**. I have created a few, such as **Front Matter**, **First Paragraph**, **Time Lapse**, and **Region** (due to including a glossary involving characters, races, landscapes, and demographics of the mythical world).

The **first paragraph has no indent**, but following paragraphs do – I have used 0.5, but 0.3 can be used. Remember, when a scene breaks, the first line has **no indent**.

As for spacing, I use **EXACTLY 13pt**, but 1.5 spacing is commonly used. This can be done in the **Paragraph Pane**.

Also, to prevent one word or sentence from appearing on one page, which wastes paper, **Widows and Orphans** have to be unchecked. To do this, select the paragraph, then go the **Paragraph Pane**, go to the **Line and Breaks tab**, and uncheck the box.

I also use time lapses by indicating with an asterisk: **\***. I use three, but it can be one, and a different symbol. Time lapses are, technically scene breaks, but they do occur at the same moment as something else.

Scene breaks are when a scene changes to something else, that isn’t at the same moment.

After each chapter, before you press enter/return many times, **press CTRL ENTER/RETURN**, or go to the **Insert Pane** and select **Breaks**.

**Fonts**

On the subject of fonts, only a few are used. I use Garamond in the main text, but Times Roman is common. As for chapter numbers, subtitles, etc, more “fancy” and “pretty” fonts can be used, but they have to **EASY** to read. I have used Lucida Handwriting at size 14 for my chapter numbers and chapter subtitles.

The size of the main text can vary from 10-12. Also, only **ONE** space is used between sentences. This is something I learned recently, and found it difficult, because in school, I was taught to use two spaces, not one. So, it was a habit I found hard to break!

If you do want to check this, go to the **Editing Pane**, and select **Find and Replace**. Simply press the space bar in the **Find** option twice and in the **Replace** option press the space bar once. Then press **Replace All**.

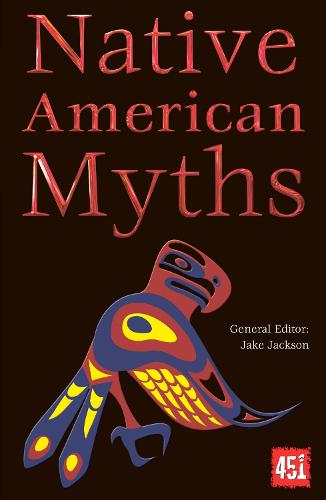
As you can see, formatting a manuscript is a lengthy, and precise, process of producing any written works**. Remember, check the guidelines of your chosen printing company, because they can vary**.

## BOOK SUGGESTION

I have read a lot of mythology books since I was able to read. Most of fantasy lovers know a lot of Celtic mythology, but there are so many more.

My love for mythology inspires my books. I use well-known and lesser-known creatures in my novels. But I also create my own mythical creatures.

One of the lesser-known mythologies is Native American. This book is a great read, even if some can be seen as scary due to the belief behind them. It is “Native American Myths” by Jake Jackson.



FRIENDLY GOODBYE

It’s been wonderful to write this edition of my newsletter, and I hope, my fellow readers, writers, and authors, enjoyed reading this new edition!

Once again, I apologise for the delay.

Until next time: keep reading, and creating wonderful stories!