



STELLAR LITERARY
PRESS AND MEDIA

www.stellarliterary.com

Email: production@stellarliterary.com

Phone: 1-(650) 422-3739 | Fax: (650) 460-8711

Service Instructions & Guidelines

Step 1 – Check your manuscript

Make sure you have proofread your manuscript.

*If you submit a manuscript that has been incorrectly formatted or with alterations, it could delay the production process of your book. Be sure to read guidelines and instructions thoroughly before submitting. Please call **1-650-422-3739** if you have any questions.

Step 2 – Prepare your book for disk-based submission

Please submit your entire book in a single word processing file, preferably Microsoft Word. If you use another word processor, please save your file in a Rich Text Format (.rtf file).

If your book is too large to fit on a single disk, split the file into two parts and send two disks, clearly labeled. Please use a PC-formatted CD-ROM, DVD-ROM, Memory Stick, or Zip disk.

Label the disk with your name, telephone number, and the title of your book. Please pack your disks inside protective wrapping or a disk mailer to ensure that they will arrive in usable condition, and please retain a backup copy of your manuscript.

OR; submit them through email attachment (production@stellarliterary.com) or through <https://wetransfer.com/>.

Step 3 – Write your book summaries

Write the following summaries using your word processing program and save them as a single file, separate from your main book file but on the same disk or attachment:

- **Author's Cover Bio**
100 words max. A short, one-paragraph description of yourself that will appear on the back cover of your book.
- **Author Biography**



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4,000 characters max. A longer description of yourself or a message to your readers. It will appear on the author biography page that readers view when they click on your name within the Stellar Literary website.

- **Dedication**
100 word max. Will appear at the beginning of your book.
- **Book Summary**
100 word max. A short, one-paragraph description of your book that appears on the back cover of your book and with your book listing on the Stellar Literary website.
- **Book Description**
4,000 characters max. A longer description of your book that appears on your book's page on the Stellar Literary website.

Step 4 – Prepare your images

Prepare and send your interior and cover images either by email attachment or wettransfer.com; Stellar Literary supports supplied images in CMYK Format, including original images in raw file. (original art such as watercolors, line art using ink, Adobe Illustrator, Corel Draw, Photoshop, etc.) and photographs. If you are submitting digital images, please read the following formatting requirements.

- Images are saved as either TIFF or JPEG files.
- To ensure quality reproduction, all graphics and/or images should have a resolution of at least 300 dpi and be in actual size.
- Save all image files as separate files. Please do not embed or paste images in your manuscript.
- Aside from the interior images, you have the option to submit the following:
 - **Cover Image** – to be placed on the front cover of the book.
 - **Cover Design** – photo or illustration file for your book cover (not applicable for Advantage)
 - **Author Image** – to be placed on the back cover of the book.

Step 5 – Checklist

Review and have a checklist before confirming all the materials to Stellar Literary.



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Step 6 – Confirmation

Before starting the process, a representative will confirm your materials for alteration, revision or file replacement.