

# Mystic Publishers

## Corrections & Formatting Hints

Information to consider while you look over the galley of your manuscript, are:

1. Make a copy of the corrections sheets you received with your galley. Keep one copy so you can check your first correction on the next galley before signing off on the completed formatting job.
2. Go through each line of your manuscript. When you find a mistake or omission, while proofing the manuscript, mark the correction in the text, put a notation in the immediate margin of the page for accurate detecting by **mystic** typist, and then note it on both corrections sheets by page number, and line from top or bottom of page. It also helps the typist if you note how the correction should look after retyping it into the formatted document on the corrections sheet.

### Specific Areas:

#### Margins

Remember the last step in printing is to trim 1/8" to 1/4" from the three (3) outer edges of the printed book. To get an accurate idea of how the finished product will look, fold one (1) page on the crop marks and then, with a ruler, mark off the approximate trim. In this way you can verify the margins desired for the finished product.

#### Header Positions

Headers are defined as the title of the book, and the author's name. These headers alternate on the top of facing pages in the printed book, above the text of the work. There are three (3) positions you can choose for the headers at the top of each page. Those positions are:

- ◆ On the inside top of each page, next to the gutter
- ◆ On the outer edge of facing pages
- ◆ Center top of each page

The headers do not appear on blank pages or pages that denote the beginning of a chapter.

#### Page Numbers

Page numbers begin on the first page of the text of the book, unless **Mystic** is otherwise directed by the author. Other numbering systems

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(e.g. roman numerals or alpha-numeric combinations) can be used for forwards and/or indexes. Their placement can be center bottom, outer edge at bottom of page, or outer edge at top of page. (If you prefer the numbers to be positioned at the top, outer edge of the page, think about placing the headers center, or next to the gutter to avoid the numbers and the header running into each other) As with the headers, the page numbers carry on, but do not appear on blank pages or the first page of a chapter.

### Notes Pages:

If your manuscript is educational in nature, do you want pages after each chapter, or at the end of the book designated for notes by the reader?

### Title Page

Before going to press, verify that the title page is formatted the way you want it to look. The title of the book should be larger print than the subtitle, and everything else should be in varying text sizes. Remember, different styles and sizes of text keep the reader's eye interested in the page. But nothing should overpower the title of your book.

### Dedication

Do you have a dedication? The dedication should be on a separate page, and should be placed on the page in such a way that it honors the person/people you want to acknowledge.

After searching your galley for mistakes in formatting or content, and noting all changes you desire on the corrections sheet, mail one (1) copy of the correction sheets, and a copy of the pages you made corrections on, to:

**Mystic Publishers**  
614 Mosswood Dr.  
Henderson, NV 89015

or via the internet as an e-mail attachment to:

[joawilkins@mysticpublishers.com](mailto:joawilkins@mysticpublishers.com)