



*Mystic Publishers*

850 S Boulder Highway Ste 436  
Henderson, NV 89015  
702-564-6388

Jo Wilkins  
joawilkins@mysticpublishers.com

1-866-8MYSTIC

Audrey Balzart  
audrey@mysticpublishers.com

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[www.mysticpublishers.com](http://www.mysticpublishers.com)

## **Formatting Procedures** as of December 1, 2009

When submitting your manuscript to Mystic Publishers, we would like you to use the following guidelines:

1. Send your manuscript formatted in either Microsoft Word 6.0 or higher or Corel Word Perfect 6.0 or higher. Mystic Publishers uses Microsoft Office 2000 and Corel Word Perfect Office 2002
2. Use 1 inch borders on all sides of the document submitted
3. Single space the lines in the document
4. Use **tabs only** for paragraph indentation, and tab to 0.25" instead of the standard 0.5". Strip any other formatting tools you may have used from the document
5. Send the manuscript in one of the fonts listed on the web site (This gives you a the chance to see what the reader will see in the finished product)

The manuscript will be formatted for the printer by one of the Mystic Publishers staff members, and you will receive your first galley. When you receive the galley, follow the instructions on the corrections and formatting sheet you will receive with it. Either sign off on the galley as it is, or send in any formatting corrections you want made to your book.

Once the galley has been signed off, the job goes to the printer. From there it should take no more than three (3) weeks until you have your book in hand.