

Keeping you at the helm of your book production . . .



while getting assistance when and where you need it!



244 5th Ave, Suite G-200, NY, NY 1001
office: 646.233.4366 • direct: 727.565.2130
www.DocUmeantPublishing.com

CONTENTS

Who We Are	3
What We Publish	4
Publishing Options	5
Traditional Publishing Model	5
Self-Publishing Publishing Model	6
Subsidy/Hybrid Publishing Model	7
Testimonials	9
Submitting Your Manuscript	11
File Type	12
Page Size and Margins	12
Font Type and Line Spacing	12
Body Text and Hard Returns	13
Paragraph Indentation and Offset (Blocked) Text	13
Spacing With Punctuation	14
Headers and Page Numbers	14
Page Breaks	14
Text Frames, Text Blocks, and Anchored Objects	14
Illustrations and Graphics	15
Distribution Channels	18
Contact Us	27

WHO WE ARE

DOCUMEANT PUBLISHING is a division of Calomar, LLC and is based out of New York, but not priced out of NY which gives our authors the prestige of a NYC publisher while retaining more of their royalties. We are a full service publishing house offering traditional, subsidy (aka hybrid), and self-publishing assistance to authors and publishers. With over 40 years of business experience and a solid presence in the publishing industry since 2005 we have the knowledge and skill you need to succeed in publishing.

Our team of publishing professionals consists of editors, designers, illustrators, formatters, marketers, and public relations specialists who will create your book with the highest industry standards. This ensures that your book will be created with the quality it deserves.

We never use cookie-cutter templates in any phase of your book production. Therefore, your book will be unique in its category with custom design and formatting solutions as a standard service.

DocUmeant Publishing maintains memberships in all of the top publishing associations including Florida Authors and Publishers Association (FAPA), International Book Publishers Association (IBPA), Association of Authors and Publishers for Specialty Sales (AAPSS), Digital Book World (DBW), Where Writers Win (Winners Circle), DesignFirms™, and Covington Who's Who among others.

We have won numerous awards including 2012, 2016, 2017 and 2018 Publishing Consultants & Services of the Year, 2017 Business Hall of Fame, 2016 Women In Ecommerce Publishing Leader of the Year, and the Covington Who's Who Executive of the Year.

What We Publish

DocUmeant Publishing publishes a wide range of categories and formats in both fiction and non-fiction. *We do not publish pornographic works* such as Adult and Young Adult fiction with explicit sexual content.

We are a fully integrated publishing house offering title development, editorial, cover design, book formatting, promotion, sales and marketing assistance, distribution, and warehousing. Unique to the industry we provide our authors with a custom “Author Marketing Kit” to enhance their marketing efforts.

In addition, our authors enjoy both national and international printing and distribution. For a list of countries where your book can be made available see “Distribution Channels” page 18.

PUBLISHING OPTIONS

DECIDING ON the right publishing options for you and your book takes time and dilligence. DocUmeant Publishing assists its authors, self-published authors, and other publishing houses to produce books with the exacting publishing standards that book stores arround the world have come to expect. We will consult with you to help guide you through this process. After just one consultation with our publishing professionals you'll be better able to choose the option that is best for you.

Traditional Publishing Model

Traditional publishing was once the only choice available to authors. Since most traditional houses costs can amount to many thousands of dollars per book, they often produce less than a dozen books per year. This is why hiring a literary

agent to help you get your proverbial foot in the door is recommended when seeking a traditional publishing house.



These publishing houses sometimes offer advances, but for the new author, this is rare. No matter what agreement you have with a traditional house you will end up with very little else. Due to their high overhead you may never see a dime of author commissions. Each division within a traditional publishing house is made up of teams, each team has a salary, plus the salary of the executive board, and their overhead. These teams may consist of acquisitions, editorial, design, formatting, pre-production, post-production, and marketing to name a few. So, it is easy to see where your commission is going—usually not to the author.

In regards to the commissions paid, unless you are a well-known author chances are you will be lucky to get a contract for a 7% commission. Furthermore, with a traditional contract you give up all your rights to your work, and likely they will require ‘first right of refusal’ on any subsequent books you write.

Once you sign a contract with a traditional publisher you have no say-so on the design of the cover or even what they cut or add to your manuscript. In the end it may not seem like the book you wrote!

Self-Publishing Publishing Model

Self-publishing has come of age. For authors who merely want to write a book to share with family and friends this is a wise option. While it entails a rather daunting learning curve—the entire publishing process and implementing each step—if you have the time and fortitude to tackle this task, you will benefit by retaining full control of the content and look of your book, as well as your rights and commissions.

A downside to the self-publishing model is that it is much harder to get your book in book stores. This is because there are no procedures in place to ensure your book is error free,

and designed and formatted in a professional manner. This is why institutions and book stores often refuse to even consider taking on a self-published book.

Subsidy/Hybrid Publishing Model

This is the middle ground between traditional and self-publishing. The author and publisher work together sharing the work load and expense of the publishing process.

Author beware; all hybrid publishers are not alike. With the publishing house's resources, knowledge, and connections you will be able to attract a larger audience for your book. This can include international



as well as national exposure to book stores, libraries, and institutions.

A hybrid publisher can also make the process of preparing your manuscript for print and digital format easier by referring you to their team of vetted professionals to ensure your book meets industry standards. *If your hybrid publisher offers “packages”, steer clear.* They usually inflate their fees to cover the roughest manuscripts and most difficult-to-please authors. Look for a company that directs you to the right resources rather than flat feeing your production costs. Generally, you'll come out better in the long run. Most importantly, be sure they have years of experience and maintain memberships in the publishing industry associations such as IBPA and AAPSS.

What can you expect in regards to commissions through a subsidy publishing house? The average commission split with subsidy publishing houses is much higher than with

the traditional model due to the fact that their teams are much smaller and you are usually assigned to one individual rather than a whole team. Therefore, their fees are lower and your commission will usually be significantly higher than with the traditional model.

TESTIMONIALS

“I just published a book a couple of months ago, and it was my first experience at using an editor and publisher. My editor recommended Documeant Publishing & Designs, so I went with her recommendations. I couldn’t be more pleased with the results. The cover came out much better than I anticipated, and I get compliments on it from so many. The layout was superb and all the different formats taken care of in one source. The communication was excellent, and the pricing was very reasonable for the quality of service provided. It is a certainty that my next book very soon will be published by Documeant Publishing & Designs.

“In addition, you find out what kind of company and people you are dealing with by how they handle an issue after the sale. The follow-up service is as good as it gets. Thank you Ginger for all your help and expertise. It is truly a pleasure to work with you.”

Terry Minion, Author
Commercial Truck Success
Upward Trend Management Services, LLC

“Contacting Ginger Marks was the single best decision I made in getting my book into the marketplace. Her vast knowledge of publishing and her talents and skills with book design were invaluable to me as a first-time author. But, perhaps what makes Ginger so incredibly special

was that she always made time to thoughtfully answer my unending stream of ‘one last questions!’”

Laurence Sarezky, Attorney at Law, Author
Divorce: *Simply Stated* & Telly Award Winner, “Talk to Strangers”

“As a first time author I am convinced and totally satisfied that I found the right publisher for my book, *Grace at the Gate*. DocUmeant Publishing and Design was the perfect fit for me as I worked with Ginger Marks and Chris Gibson. They worked diligently in promoting and publishing my novel and their expert advice was invaluable in getting this off the ground and into book stores. Kudos also to Patti Knoles with her book cover design that captured the essence of my story. I heartedly recommend their services.”

Gary L Fisher
Grace at the Gate

“Ginger Marks of DocUmeant Designs has been the Managing Editor and Production Coordinator for WBO’s online and print magazine for some time now. Ginger is amazing at what she does! She puts everything together, coming ahead of deadline, is highly organized, and an absolute joy to work with. With an organization and magazine of this size, communication is a must! There are times where we are running close to the deadline and Ginger is always there to make sure everything runs smoothly and is in place. If you are looking for someone to design your materials or put together your magazine or other materials, look no further than Ginger Marks of DocUmeant Designs! I highly recommend her!”

Cindy Clark, President
Women Business Owners (WBO)

SUBMITTING YOUR MANUSCRIPT

DOCUMEANT PUBLISHING guidelines are based on *The Chicago Manual of Style* which is the book publishing industry standard.

When submitting your manuscript for consideration to DocUmeant Publishing please ensure it is properly formatted to receive prompt attention. Our requirements are few, but important, to guarantee your manuscript is both accessible and clear as to your content placement and intentions.



Basic requirements follow. However, to review the entire submission guidelines prior to submission of your manuscript please request a copy of the *DocUmeant Publishing Manuscript Submission Guide*. This helpful guide is available on the DocUmeant Publishing website.

File Type

We prefer that you submit your work in the standard docx **Microsoft® Word** file. If your manuscript was composed using another word processor, you can convert the file to Microsoft Word yourself. This way you can review the document and check for conversion errors, which can appear when a document is converted from one format to another.

Your manuscript should be submitted in one continuous Microsoft® Word document. ***Do not submit each chapter as an individual file.*** For a detailed explanation of the parts of a book you can include see “Order of Content” in Section II of the *Manuscript Submission Guide*.

Page Size and Margins

Your manuscript should be submitted in an 8.5 x 11-inch single spaced format. Use Microsoft® Word’s default margins. When your manuscript is converted to the final size for your book, such as 6 x 9-inch, your book designer will determine the final margins. The text will shift and lines will break differently than on your original manuscript. Your book designer will compensate for these changes.

Font Type and Line Spacing

For text in the body of your manuscript, we recommend using 12-point Cambria, single spaced.

Make sure you bold, italicize, or underline what you want emphasised. Put headings of the same level in a uniform typeface, font size, and alignment throughout your manuscript. How you format your manuscript is how it will be imported into the layout program. It is **YOUR** responsibility to make sure all this is done correctly. We may require you to submit a new, corrected manuscript if you fail to do so.

Some other important examples to watch for:

- Use em dash (—) not two hyphens (--) for a break in a sentence. (example: She outlined the strategy—a strategy she hoped . . .)
- En dash (–) is used for a span of numbers. (example: The years 2010–2013 . . .)
- Underlines are only under words, not punctuation. (example: good example. *not* bad example.)

**Do not include page numbering in the *body* of your manuscript. If page numbering is used, please place it in the footer section of your manuscript.

Body Text and Hard Returns

In the main body of your manuscript, let text automatically flow from one line to the next and from one page to the next. Use 'Enter' only at the end of each paragraph. Pressing Enter (known as a hard return) or Shift + Enter (known as a soft return) to move the cursor to the next line or page will cause spacing problems when your manuscript is formatted into its final book dimensions.



Paragraph Indentation and Offset (Blocked) Text

**Do Not use the space bar or the TAB key to indent paragraphs, as this will throw off the layout of the final format.

Spacing With Punctuation

**Use just one space after all ending punctuation marks, including periods, question marks, exclamation points, and colons (except before a paragraph break).

Headers and Page Numbers

Manual page numbers and headers create similar issues to hitting the enter key at the end of every line. Removing them can be difficult, time-consuming, and expensive. To avoid this issue, please do not include any header/footer information in your manuscript.

Page Breaks

**Do not use the Enter key or the TAB key to start your chapter on a new page. To start a new chapter, section, part, volume, or book, use the page break function in your word-processing software. See “Page Breaks” in Section II of the *Manuscript Submission Guide* for more clarity on how to accomplish this.

Text Frames, Text Blocks, and Anchored Objects

Under NO circumstances use these in your manuscript. When your Word document is imported into the layout program these create serious problems. Sometimes they don't import at all. Please keep text in the regular flow of the document. In your manuscript, you should specify that the offset text is different from the body text.

Example:

Aximintes et volorep erferatem estis parumfuga. Bit eictior aliquatur? Quiam et dolorro quatinv erspere sim ius mos nos doluptat omnis eum facerum voluptatqui culla

sitessuntiore deles a dolor molo etus idebis et eum qui ium
hillignisque ...

<<Begin call out box>>

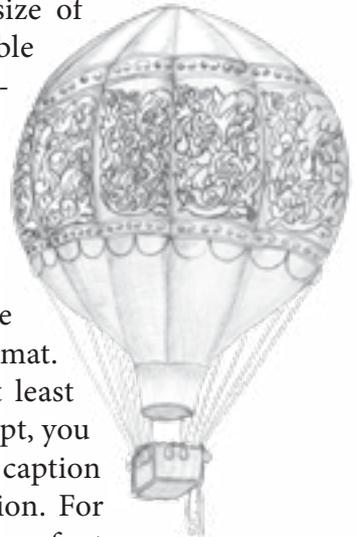
Uri nit est quam solendanim suntur sin nonse endiatem
repudam lautaqu odipsandi sa nat eatur, omnia expererovit,
sinima volupta tiosanducia quam.

<<End call out box>>

Ut dolorate eosapelles mo iminum, sedi dit ernatium delit
ommoles non etur sam aut res magnatque as veriat offici
aliquis aspis volores ciasinus accabor uptatem ellaccus num
volupta parunt voluptate vel iunt omni dolecum qui offic te
re estrum exceaque consequunt.

Illustrations and Graphics

To better facilitate your submission process, we recommend that you minimize the file size of your manuscript as much as possible by providing your graphics in separate files. (Graphics include photos, charts, diagrams, drawings, etc.) Each graphic file should be submitted in full color (or grayscale if for print only), have a resolution of at least 300 dpi (dots per inch); and be in a TIFF (.tif), or JPEG (.jpg) format. The size of the image should be at least 3-inches on a side. In your manuscript, you should specify the file name and caption of each graphic in its correct location. For more information on graphics, please refer to the “Image Optimization Guide” in Section III of the *Manuscript Submission Guide*.



Example:

My mother was born October 2, 1883, in Adair, Iowa. When she was ten years old, her family moved to Omaha, Nebraska. Her lineage lineage traces back to England.

<<{Insert graphic 2 – 3”x3”. Caption: Pictures of us at the airport}>>

Resolution

All digital image files are not created equal. The two properties which most directly affect the quality of an image are size and resolution. Small size and low resolution are the most frequent problems authors face with image quality, so it is a good idea to spend a little time to understand them now, before your image selection begins.

When referring to digital images, the term “resolution” is used to quantify the number of pixels or dots that make up an image. As the number of pixels in an image increases, so does the resolution and clarity. The two standard measures for resolution are dots per inch (dpi) and pixels per inch (ppi). The terms are interchangeable, as both are a measure of the number of pixels within the image. In printing and publishing, the standard threshold for image clarity is 300 dpi. Images with a resolution of less than 300 dpi can appear distorted and pixilated when printed.

Send Digital Images Separately, As Individual Files

When submitting digital images, it is best to send them in separate, individual files. When your book designer begins work on your book, they must import your images into their design program one at a time. Include placeholder text in your manuscript for each image. If you simply include a place-holder like “Place Image filename.jpg Here,” your book designer will replace this text with the image file you submitted separately.

Copyrighted Images Require Written Permission

If you are sending images, which you did not produce or own the rights to, you will need written permission from the rights holder and submit the permission to DocUmeant Publishing before including the image in your book. Copyrighted material includes (but is not limited to) newspaper and magazine pictures and articles, most clip art, most images found on the Internet, and most pictures you did not take or create yourself without acquiring or buying permission to use.

Images from Newspapers or Magazines Reproduce Poorly

Images from newspapers or magazines suffer a substantial loss of quality when scanned due to the unique way in which newspapers and magazines are printed. When scanned, these images often have lines or patterns on them that are difficult if not impossible to remove. Most images in newspapers and magazines are subject to copyright as well, and we are required to obtain written permission before these images can be included in your book.

Internet Images Should Stay on the Internet

Most images posted on the Internet are displayed at 72 dpi to save file storage space. While these images may be clear on your monitor, if they are saved separately and printed they often appear pixilated and distorted. Unless you can specifically download a high-resolution copy of the image (300 dpi), it is best to assume that most images on the Internet cannot be reproduced in your book.

DISTRIBUTION CHANNELS¹

Country	Invoice Currency
United States	USD
United Kingdom	GBP
Albania	GBP
Algeria	GBP
American Samoa	GBP
Andorra	EUR
Angola	GBP
Anguilla	USD
Antarctica	GBP
Antigua and Barbuda	USD
Argentina	USD
Armenia	USD
Aruba	USD
Australia	AUD
Austria	EUR
Azerbaijan	USD
Bahamas	USD
Bahrain	USD

Country	Invoice Currency
Bangladesh	USD
Barbados	USD
Belarus	GBP
Belgium	EUR
Belize	USD
Benin	GBP
Bermuda	USD
Bhutan	USD
Bolivia	USD
Bosnia & Herzegovina	GBP
Botswana	EUR
Bouvet Island	GBP
Brazil	USD
British Indian Ocean Territory	USD
Brunei Darussalam	USD
Bulgaria	EUR
Burkina Faso	GBP
Burundi	GBP
Cambodia	USD
Cameroon	GBP
Canada	USD
Cape Verde	EUR
Cayman Islands	USD
Central African Republic	GBP
Chad	GBP
Chile	USD
China	USD
Christmas Island	GBP

Country	Invoice Currency
Cocos (Keeling) Island	GBP
Colombia	USD
Comoros	GBP
Congo	GBP
Congo, The Democratic Republic of	GBP
Cook Islands	GBP
Costa Rica	USD
Cote D'ivoire	GBP
Croatia (Local Name: Hrvatska)	EUR
Cuba	USD
Cyprus	EUR
Czech Republic	EUR
Denmark	EUR
Djibouti	GBP
Dominica	USD
Dominican Republic	USD
East Timor	USD
Ecuador	USD
Egypt	GBP
El Salvador	USD
Equatorial Guinea	GBP
Eritrea	GBP
Estonia	EUR
Ethiopia	GBP
Falkland Islands (Malvinas)	USD
Faroe Islands	GBP
Fiji	GBP
Finland	EUR

Country	Invoice Currency
France	EUR
French Guiana	EUR
French Polynesia	GBP
French Southern Territories	GBP
Gabon	GBP
Gambia	GBP
Georgia	GBP
Germany	EUR
Ghana	GBP
Gibraltar	GBP
Greece	EUR
Greenland	USD
Grenada	USD
Guadeloupe	EUR
Guam	GBP
Guatemala	USD
Guinea	GBP
Guinea-Bissau	GBP
Guyana	USD
Haiti	USD
Heard & McDonald Islands	GBP
Holy See (Vatican City State)	EUR
Honduras	USD
Hong Kong	USD
Hungary	EUR
Iceland	GBP
India	USD
Indonesia	USD

Country	Invoice Currency
Iran (Islamic Republic of)	USD
Iraq	USD
Ireland	EUR
Israel	USD
Italy	EUR
Jamaica	USD
Japan	USD
Jordan	EUR
Kazakhstan	USD
Kenya	GBP
Kiribati	GBP
Korea, Democratic People's Republic of	USD
Korea, Republic of	USD
Kuwait	USD
Kyrgyzstan	USD
Lao People's Democratic Republic	USD
Latvia	EUR
Lebanon	USD
Lesotho	GBP
Liberia	GBP
Libyan Arab Jamahiriya	EUR
Liechtenstein	GBP
Lithuania	EUR
Luxembourg	EUR
Macau	USD
Macedonia, The Former Yugoslav Republic of	EUR
Madagascar	GBP

Country	Invoice Currency
Malawi	GBP
Malaysia	USD
Maldives	USD
Mali	GBP
Malta	EUR
Marshall Islands	GBP
Martinique	EUR
Mauritania	GBP
Mauritius	GBP
Mayotte	EUR
Mexico	USD
Micronesia, Federated States of	GBP
Moldova, Republic of	GBP
Monaco	EUR
Mongolia	USD
Montserrat	USD
Morocco	EUR
Mozambique	GBP
Myanmar	GBP
Namibia	GBP
Nauru	GBP
Nepal	USD
Netherlands	EUR
Netherlands Antilles	USD
New Caledonia	GBP
New Zealand	AUD
Nicaragua	USD
Niger	GBP

Country	Invoice Currency
Nigeria	GBP
Niue	GBP
Norfolk Island	GBP
Northern Mariana Islands	GBP
Norway	GBP
Oman	USD
Pakistan	USD
Palau	GBP
Palestinian Territory, Occupied	USD
Panama	USD
Papua New Guinea	GBP
Paraguay	USD
Peru	GBP
Philippines	USD
Pitcairn	GBP
Poland	GBP
Portugal	EUR
Puerto Rico	USD
Qatar	USD
Reunion	EUR
Romania	EUR
Russian Federation	EUR
Rwanda	GBP
Saint Kitts & Nevis	USD
Saint Lucia L	USD
Saint Vincent & the Grenadines	USD
Samoa	GBP
San Marino	EUR
Sao Tome & Principe	GBP

Country	Invoice Currency
Saudi Arabia	USD
Senegal	GBP
Serbia & Montenegro	EUR
Seychelles	EUR
Sierra Leone	GBP
Singapore	USD
Slovakia (Slovak Republic)	EUR
Slovenia	EUR
Solomon Islands	GBP
Somalia	GBP
South Africa	GBP
South Georgia and the South Sandwich Islands	GBP
Spain	GBP
Sri Lanka	USD
St. Helena	GBP
St. Pierre & Miquelon	GBP
Sudan	GBP
Suriname	USD
Svalbard & Jan Mayen Islands	GBP
Swaziland	GBP
Sweden	GBP
Switzerland	GBP
Syrian Arab Republic	USD
Taiwan, Province of China	USD
Tajikistan	USD
Tanzania, United Republic of	GBP
Thailand	USD
Togo	GBP

Country	Invoice Currency
Tokelau	GBP
Tonga	GBP
Trinidad & Tobago	USD
Tunisia	EUR
Turkey	USD
Turkmenistan	USD
Turks & Caicos Islands	USD
Tuvalu	GBP
Uganda	GBP
Ukraine	GBP
United Arab Emirates	USD
United States Minor Outlying Islands	USD
Uruguay	USD
Uzbekistan	USD
Vanuatu	EUR
Venezuela	USD
Viet Nam	USD
Virgin Islands (British)	USD
Virgin Islands (U.S.)	USD
Wallis & Futuna Islands	GBP
Western Sahara	GBP
Yemen	USD
Yugoslavia	GBP
Zaire	GBP
Zambia	GBP
Zimbabwe	GBP

EndNotes

1 Updated September 2021

CONTACT US

If you have questions or would like to schedule a free consultation contact us at:

Website: www.DocUmeantPublishing.com

NY Office: (646) 233-4366

Correspondence / Florida Office: (727) 565-2130

1730 Rainbow Dr
Clearwater, FL 33755

Email: publisher@DocUmeantPublishing.com

A Division of Calomar, LLC
DUNS: 01-367-4427

ISNI: 000-0005-0344-2442

DocUmeant Publishing | DP Kids Press | DP Diversified

