



## Archangel Ink Manuscript Guidelines

Thanks for your interest in collaborating with us on your project. You can find an overview of our mission and what we do on our home page [archangelink.com](http://archangelink.com), and descriptions of our services at [archangelink.com/services/](http://archangelink.com/services/).

If you'd like us to assess your manuscript, please review the following guidelines and then send your manuscript our way. Assessment normally takes anywhere from 2-10 days, but we'll get back you as soon as we have a chance to look through it properly.

**\*\*NOTE\*\*** Your project need not be 100% complete or fully synced to our guidelines to submit for assessment. We're happy to have a look earlier; just bear in mind that any costs are considered best estimates until the project is finalized.

1) Please ensure that the manuscript is in MS Word. For digital (ebook) file creation, you can write your manuscript using our Skeleton File available for free download here: [archangelink.com/skeleton/](http://archangelink.com/skeleton/). Simply delete the dummy text and insert your manuscript text for content, including the chapter titles. Then save and rename the file. It's not strictly necessary but making use of this file can help expedite the formatting process, resulting in a faster turnaround for you.

2) **Regarding images:** if applicable, please send over those related files separately and label the images sequentially indicating where in the manuscript they need to go. For example: send the images labeled "Image 1," "Image 2," "Image 3," etc.

Then in the manuscript, in **CAPITAL BOLD LETTERS**, indicate "**INSERT IMAGE 1 HERE,**" "**INSERT IMAGE 2 HERE,**" etc. This will ensure that we insert, format and adjust the images appropriately.

**\*NOTE\*** - If you have multiple images, we may request that you provide them according to specifications suited for Kindle and/or paperback production. We will let you know upon assessment. Please see [here](#) for more information on KDP image requirements.

3) Please confirm any facts that might need confirmation. If you want our editor to do your fact checking as part of the editing service, we need to know this up front. If something appears intuitively incorrect, it may be picked up during editing, formatting or proof-reading, but there are no guarantees. In an effort to make your project as solid as can be, we ask that you as an author put in the extra time before the process begins rolling and confirm anything that may be uncertain. This may include things like:

- a) Incorrect or inconsistent spelling of names or proprietary terms
- b) Scientific facts or figures
- c) Any dates, times or locations referenced for historical events
- d) Any mathematical calculations or projections (such as sales figures, calories, labor costs, etc.)
- e) Inconsistent use of numerical shorthands (half vs 1/2 vs 0.5) or measuring units (ounces vs oz vs fluid oz vs mL, etc.) especially for anything involving recipes

You can review our Citation Handbook [here](#) for further details.

4) Please make sure to include a Table of Contents and distinguish separate chapters vs sub chapters, as we want to make sure that the formatting and final TOC are correct.

5) Please ensure that, overall, the book is in solid shape and there are no further additions or big changes you will want to make. No manuscript will be perfect, but when we begin work, we assume, unless otherwise discussed beforehand, that the manuscripts are in a state of relative completion. If you are having your project edited by us, you will have a chance to review make updates in response to the editor's feedback. Depending on the scope, there will be two or more passes for you to review. But the more thorough and complete you can be at the outset, the more we'll be able to do for you.

You are encouraged to take control of your book's content, knowing that, first and foremost, it will be a reflection of you as an author. We trust that what you send to us represents your best foot forward, and we aim to support that work.

That's it! Thanks again for taking the time to go through this. We look forward to ensuring your project is as strong as can be and will reflect well on you.

- Archangel Ink Team