

# High Tide Publications, Inc.

## Our Six-Step Submission Guidelines

**First step** — Depending on whether your book is fiction or nonfiction — complete the online information at the supplied links below. You can also find out more about our packages as well as the proper formatting of a manuscript below.

- Manuscripts shall be professionally edited.
- All books go before a review board for vetting
- Let us know if this manuscript has been submitted to other publishers

**Second step** — your submission information will go to a review board for consideration. Give **High Tide Publications, Inc.** 60 days to peruse the material sent. We will email or call you about our decision on your submitted title. Be assured if we decide not to publish your title we will give you a specific reason for doing so.

**Third step** — if your manuscript is accepted and you are on board with our package pricing you will be emailed a contract to sign and mail back to us. At that time, you also need to submit your fully edited and finalized manuscript as an MS Word document in accordance with our manuscript formatting instruction as well as a check for the package investment which corresponds to your classification of fiction or nonfiction. You will also be sent an extensive Author Questionnaire to complete and mail back with your package.

**Fourth step** — the finalized manuscript will be perused by our editorial staff to look at the content, flow and grammar. We only accept “fully edited manuscripts,” but if our editors feel it needs another edit then the author is required to get the additional edit before we move forward with production.

**Fifth step** — once the final edit, if needed, is completed, the book will go into production. At this step, the author will be required to do the following:

1. Proof the final galley pass of the hard copy book and to sign off before it goes to print
2. Proof the final eBook pass and sign off on the file (Kindle or Nook) before it is uploaded
3. Submit blurbs/endorsements if received
4. Help with the back cover copy

**Sixth step** — when the book enters production, a Zoom meeting will be set up between the author and **High Tide Publications, Inc.** marketing staff to discuss the publication date and how to move forward.

## Manuscript Format

There are certain guidelines for formatting a manuscript, and at **HTP** we are no exception to the rule. Remember you as the Author are responsible for presenting **HTP** with a fully edited (for both conceptual / developmental and grammar) manuscript. When sending your manuscript to have an *edit or a critique* done, you should also follow these guidelines. If you have concerns about whether your editing is up to par, please contact our **Managing Editor, Cindy L. Freeman**, for a referral to a professional editor.

1. Your manuscript should be set up as a MS Word file.
2. The manuscript must be set up as on 8.5" by 11", on one side only, with 1-inch margins all around
3. Body type should be 12 point Times New Roman, black
4. Title page with all your contact info included
5. Page one of all chapters should start roughly a third of the way down the page
6. Double or 1 1/2 line-spacing, left justified. Do not indent your paragraphs or use the space bar to center or place text.
7. Place \*\*\* between each scene inside of a chapter