

Submission Information Form

To ensure the edits you make to this document are saved properly, please first save the document to your computer before you start filling it out. Then you may open the document from your computer and complete the fields. Make sure to "Save" as you fill out all four sections. When you are done filling out the form, attach it to an e-mail back to your representative.

Pen Name*: (enter the way you would like the author's name to appear)

Book Title**:

Book Subtitle***: (if necessary)

Project ID:

*We recommend using the format FirstName LastName for your Pen Name (ex: John Doe). You can also include a middle name, middle initials, organization names, nicknames, name suffixes (ex: Jr.) and academic titles (ex: Ph.D.). If your Pen Name includes anything other than that (ex: J. Doe, Doe, JJ Doe, etc) this will limit your distribution options for the eBook based on individual vendor requirements. If you have additional questions, please contact your Check-In Coordinator (CIC).

**Your Book Title and Book Subtitle combined must not exceed 256 characters, including all letters, spaces, and punctuation.

To help your publishing process start smoothly, please complete **all** spaces on the following pages.

If you have any questions, feel free to contact your **Check-In Coordinator (CIC)**.

THANK YOU *for* CHOOSING

STEP 1 General Information

Please use the **exact spelling** and **punctuation** that should appear in your book. Be sure to note any capitalized, italicized, bold, or case-sensitive letters.

Book Size: select a size for your book (check one)

If you'd like a full list of available book sizes (including ones not eligible for globalReach distribution), please click on this link: <http://connect.lulu.com/t5/ISBN-Distribution/Which-Products-are-Eligible-for-Retail-Distribution/ta-p/33150>

Black & White Books

A5 5.83 x 8.26	6 x 9	Royal 6.14 x 9.21	Crown Quarto 7.44 x 9.68	8.5 x 11	A4 8.26 x 11.69
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Also available in Hardcover*

Color Books

6 x 9	8.5 x 8.5	8.5 x 11
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Also available in Hardcover*

Available in Perfect Bound Saddle Stitch** (choose one)

Landscape orientation is not available.

*Hardcover format (choose one): Dust Jacket Casebound
 Not all packages come with a hardcover format.

Please note that hardcover color books will incur additional fees and limit your distribution options

You can estimate the cost of your book by using the Lulu Calculator:

<http://www.lulu.com/create/books>

Once you select a trim size, templates are available by request in PDF and InDesign format. Please contact your CIC if you are planning to submit a print-ready file. Templates, paper color options and page requirements can be viewed here: <http://www.lulu.com/create/books>

Book Categories:

Please check only one genre/category within **either** Fiction or Nonfiction sections below. These categories will be used to place your book on the Lulu Publishing Services web site.

Fiction Categories:

- Children
- Comics & Graphic Novels
- Erotica
- Fantasy
- General
- Horror
- LGBT
- Mystery and Crime
- Romance
- Science Fiction
- Teens

Non-Fiction Categories:

- Arts & Photography
- Biographies & Memoirs
- Business & Economics
- Children
- Christianity
- Comics & Graphic Novels
- Computers & Internet
- Cooking
- Crafts & Hobbies
- Diet & Health
- Education & Language
- Engineering
- Entertainment
- Games
- LGBT Studies
- History
- Home & Garden
- Humor
- Law
- Love & Relationships
- Medicine & Science
- Parenting & Families
- Pets
- Poetry
- Reference
- Religion & Spirituality
- Self-Improvement
- Sports & Adventure
- Teens
- Travel

Explicit Content:

This project does not contain explicit content.

This project contains explicit content of an adult nature. It is intended for a mature audience of readers 18 or older. Checking this box makes your book visible to readers who wish to view adult content in both the Lulu bookstore and other online retail outlets.

STEP 1 General Information

Please use the **exact spelling** and **punctuation** that should appear in your book. Be sure to note any capitalized, italicized, bold, or case-sensitive letters.

ISBN (optional):

Your package includes ISBNs for each format, but you also have the option to purchase your own ISBN if you would like to have yourself or your own company listed as the publisher of your book instead of Lulu. You may purchase an ISBN here: <http://www.lulu.com/shop/yourisbn/service/product-yourisbn.html>

You can learn more about ISBNs on our FAQ page:
<http://connect.lulu.com/t5/ISBN-Distribution/ISBN-FAQ/ta-p/234381>

*Please note: ISBNs cannot be reused. Once an ISBN has been associated with a publication, it can never be reused to identify a different publication, even if the original ISBN was assigned in error.

You are only required to supply your own ISBNs if you would like to choose your own publisher name. Otherwise, we will assign ISBN numbers for you during the design stage.

I want Lulu to assign ISBNs for my book. I understand this is already included in my package.

I will provide my own ISBNs for 1 or more of the formats included in my package.

If you would like to supply ISBNs, please provide them and the name you would like to appear on the copyright page as the publisher in the space below. We will also need a legal name, phone number, and address for the publisher.

Softcover ISBN:

Publisher Name:

Hardcover ISBN (If applicable):

Publisher Address:

eBook ISBN (If applicable):

Publisher Phone Number:

Legal Name:

If supplying your own ISBNs:

I confirm that the ISBNs I have supplied have not been used in a prior publication with Lulu or any other publisher.

STEP 1 General Information

Please use the **exact spelling** and **punctuation** that should appear in your book. Be sure to note any capitalized, italicized, bold, or case-sensitive letters.

About the Author

Explain why readers will be interested in your unique voice as an author. Write in the third person (he, she, it) and highlight your credentials.

About the Book

Write a brief "teaser" summary of your book. Describe the main points of your writing in a way that will encourage buyers to purchase and read your book. Due to ebook distribution requirements, URLs included in the book description will be removed for the ebook listing. *Please note, About the Author and About the Book should not exceed 300 words total.*

Keywords

Keywords are two or three word phrases that describe your book and help it be found within search results on Lulu. For example: Good keywords for a photo book of Boston buildings may include, Boston pictures, Boston photo books, books about Boston, etc. You should use three to four of these phrases. Phrases cannot exceed 3 words. Please separate these by a comma.

Author Photo? Yes No
About the Author - Placement (pick one)
Back Cover Interior

About the Book

Keywords

Audience Level (choose only one)

Baby/Preschool	Teen
Ages 4-8	Adult
Ages 9-12	All Ages

STEP 2 Interior Layout

Please submit your manuscript in its **complete and final** version to save time and extra production fees.

Manuscript Submission Tips:

- **Microsoft Word** is the preferred format for submitting your manuscript.
- Submit your manuscript as a single document. **DO NOT save each chapter as an individual file.**
- Submit images for your book SEPARATELY. **Place holders in your text are required in red (see below)**
- All images must be submitted digitally in either **JPG or TIF format and must be a resolution of 300 DPI (Dots Per Inch) or higher.**
- Please contact your Check-in Coordinator for a copy of our image submission guide if you need additional information. **Hardcopy images will be subject to additional scanning fees.**

Image Quality



72 Dots Per Inch



300 Dots Per Inch

Interior Layout Ideas: Please indicate any ideas your Book Designer may need for the interior layout of the book.

Designer's Choice: I would like my designer to use his/her expertise to determine the design for my interior (fonts, line spacing, text treatment, etc).

Special Instructions:

Do you use any Bible Scripture*? Yes No
 If yes, please list what version(s) and approximately how many scriptures were used:

*please visit <https://www.biblegateway.com/> if you are unsure if permission is needed

Do you have interior images? Yes No

Artist Name For Interior Image Credit* (if applicable)

*Image credit will appear on the copyright page.

Image placement instructions in your manuscript should be formatted like the sample to the right, with the image name followed by the caption on the line below. Make the image name text red so that it will stand out.

The page size and margins of your final book will, in most cases, be different than the manuscript you provide. Since your finished book will not look exactly like your manuscript, images may need to be moved slightly or have the size adjusted by your book designer for spacing reasons.

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<INSERT Image1.jpg>

A train pulling into the station.

Dunto blam as solorep elliquodia volorec tisquam que nullam aceperit ad molorro doluptaectas consectus veritiis moloreribus, od experem eicia qui rem dolum, occab imodi deritatur, aut quam, sum aceperum at.

Disclaimer: Which standard disclaimer would you like on your copyright page?

Fiction Nonfiction None

STEP 3 Cover Layout

Standard covers are created from images you provide and/or stock art or photography from <https://www.gettyimages.com/landing/pa-preview/expanded/18458>

**The link provided takes you to a guest preview that specifically displays the options we have available. Do not exit the Guest Preview, as it could display results that are not available within our contract limits.*

Cover Material Submission Tips:

- Submit any original images in digital form. *All digital images must be at least 300 dpi at their intended size.*
- For stock art, please provide the image number from the website above.
- Color images will be printed using the CMYK color space. If your images are submitted in RGB we will convert them to CMYK and some color shifting may occur.
- There may be some *color variation* between the cover proof and the final book.
- Books below 80 pages *will not* include text on the spine.
- It is the *author's responsibility to secure any necessary copyright permissions for any imagery you provided.*

Cover Layout:

Cover/Image Notes:

Please indicate any ideas your Cover Designer may need for the cover layout of the book.

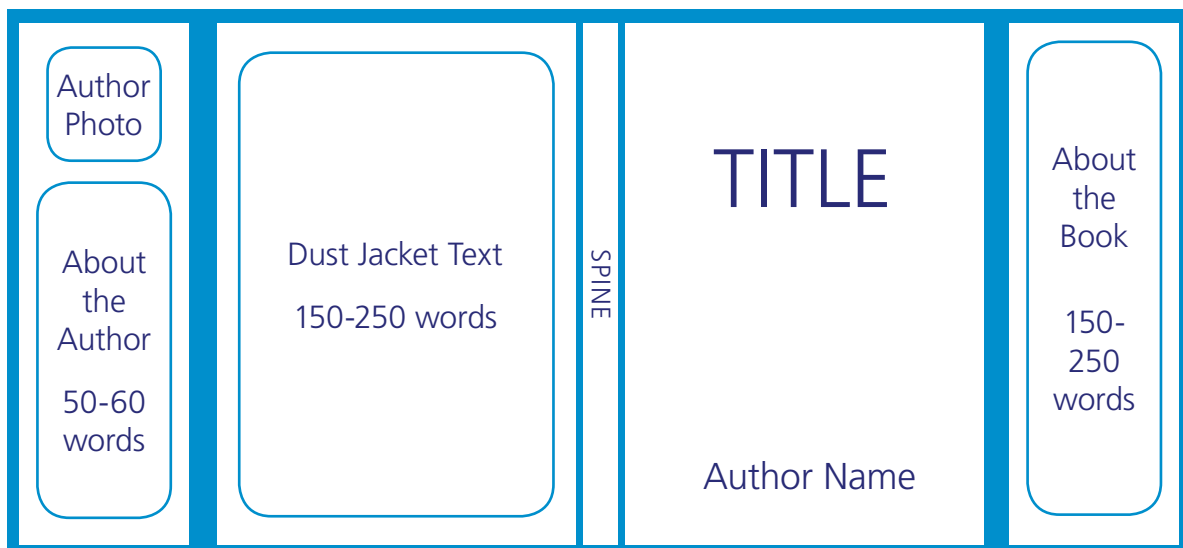
Artist Name For Cover Image Credit* (if applicable)

*Image credit will appear on the copyright page.

Dust Jacket Text:

An excerpt from the book or endorsements for the book from outside sources. Hardcover Dust Jacket only.

Dust Jacket Layout



STEP 4 Submission Checklist

Before submitting your materials, please consult the following checklist to make sure that all of your materials are in order. A quick review of this document may potential save you a significant amount of time and trouble!

Your Check-In Coordinator will need three things from you before moving you forward to production: your manuscript, your completed Submission Information Form, and any images you plan to include. All of these materials will have to be formatted to our standards. For detailed instructions and formatting standards, please consult the Manuscript Submission Guide or contact your Check-In Coordinator.

When you are ready to submit your material, you may:

- **E-mail** as attachments to your Check-In Coordinator
- **Mail on disc** to Lulu Publishing Services, Attn: Check-In Coordinator, 1663 Liberty Drive, Bloomington, IN 47403

Submission Information Form

- Have you selected a book size?
- Have you filled in all necessary book information (title, subtitle, pen name, categories)?
- Have you filled in your About the Book and About the Author Sections?
- Have you expressed all design information that you would like to relay to your design team?
- Have you included a cover idea?

Images Checklist

- Do you have all of your images saved as separate jpg or tif files?
- Are you aware that if you exceed the number of free images allowed in your book, you will incur extra charges?
- Do you have written permission to publish any images that you do not own the rights to?
- Do all of your images meet our minimum resolution requirement of 300 dpi (dots per inch)?
- Have you clearly indicated where you would like each image to be placed in your book by using image file names?

Manuscript Checklist

- Is your manuscript saved as one continuous file?
- Does your manuscript contain unnecessary 'hard returns'?
- Are all tables, columns, and footnotes formatted correctly? Are you aware that these will incur additional fees?
- Have you removed all manual page numbers?
- Have you clearly indicated where each image is to be placed?

NOTE: If you are submitting a print-ready PDF or InDesign file, different formatting rules apply. Please consult your Check-In Coordinator.

Potential Production Fee List

These fees apply when you need Lulu Publishing Services to perform additional services which are not included with the standard publishing package. Please keep in mind these fees may or may not apply to your project and you will be informed of any applicable fees and options before anything is charged to you.

Pre-Production Work

File Merging	\$6.00 per file
Image Extraction (From Manuscript) If author cannot supply JPG or TIF format image.	\$6.00 per image
Black & White Image Scanning	\$6.00 per image
Color Image Scanning (Color Book)	\$11.00 per image
Large or Specialty Image Scanning	\$55.00 per image
Data Entry	\$4.00 per page
Spanish	\$5.00 per page
Faded/Difficult to Read/Hand Written	\$6.00 per page
Manuscript Prep	\$3.00 per page
Removal of manually placed page numbers, headers, errant hard returns, etc.	

Interior/Cover Proof Delivery

Printed B&W Interior Proof	\$50.00
CD-ROM Interior proof	\$25.00
Printed Color Interior	\$2.00 per page +\$10.00 shipping
Printed Cover Proof	\$25.00

Interior Design Modifications

Content Changes	
First revision (up to 50 changes)	No Charge
Additional changes	\$105.00 per block of 25
Retech	\$285.00
Any new manuscript submitted after 1st interior proof	
PDF Retech	\$55.00
Note: This applies only to new versions of PRINT-READY materials submitted after 1st interior.	

Cover Design Modifications

First cover corrections	No Charge
Additional text changes	\$30.00
Additional design changes	\$75.00
Can also include text changes.	

Note: If corrections to the cover or interior are requested after submission to the printer a resubmission fee will apply.

Special Format & Design

Image Insertion (B&W Books)	\$6.00 per image
Some packages include image insertion, see your package details or ask your Check-In Coordinator if you have questions.	
Image Insertion (Color Books)	\$11.00 per image
Some packages include image insertion, see your package details or ask your Check-In Coordinator if you have questions.	
Image Manipulation	
Simple Cropping	\$15.00 per image
Color Adjustment	\$30.00 per image
Complex Cropping	\$60.00 per image
Custom Headers	\$3.00 per
Multiple Tables of Contents	\$30.00 each
A single table of contents is free.	
Basic Index Creation	
If improperly formatted.	
Up to 500 entries	\$210.00
Up to 700 entries	\$310.00
Up to 701 -1,000 entries	\$415.00
1,001+ entries	\$1.00 per item
Footnotes (bottom of each page)	\$3.00 per footnote
Endnotes (end of each chapter)	\$6.00 per chapter
Endnotes (end of the book)	No Charge
Tables	\$15.00 per table
Text boxes	\$2 per text/call out box
Stock image inside the book	\$15.00 per image
Stock images for the cover (up to 2)	No Charge
Additional cover stock image processing fee.	
Specialized book layout/design	Quoted
If extensive additional work is required.	

Misc.

Printer Resubmission	
One Version	\$210.00
Paperback and Hardcover	\$265.00
Retech (As Part of Resubmission)	\$255.00