



Author and Book Information Form

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Manuscript Information	
Title	
Sub-Title	
Pen Name (if applicable)	

Page Headers and Footers

Header or Footer Placement	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> Outside <input type="checkbox"/> c <input type="checkbox"/> bcp	<input type="checkbox"/> Centered Header <input type="checkbox"/> c <input type="checkbox"/> bcp	<input type="checkbox"/> Inside Header <input type="checkbox"/> c <input type="checkbox"/> bcp
		<input type="checkbox"/> Lm <input type="checkbox"/> c <input type="checkbox"/> bcp <input type="checkbox"/> sr <input type="checkbox"/> gbc <input type="checkbox"/> mp <input type="checkbox"/> mmrcp	<input type="checkbox"/> clrcpb <input type="checkbox"/> mmrcp	<input type="checkbox"/> l <input type="checkbox"/> gbc <input type="checkbox"/> mmrcp
Left Content	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> srfmp <input type="checkbox"/> L <input type="checkbox"/> c	<input type="checkbox"/> mmi <input type="checkbox"/> gr <input type="checkbox"/> c <input type="checkbox"/> f <input type="checkbox"/> nrcp <input type="checkbox"/> cargml <input type="checkbox"/> c <input type="checkbox"/> bgle	<input type="checkbox"/> rfc <input type="checkbox"/> rfc
Right Content	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> srfmp <input type="checkbox"/> L <input type="checkbox"/> c	<input type="checkbox"/> mmi <input type="checkbox"/> gr <input type="checkbox"/> c <input type="checkbox"/> f <input type="checkbox"/> nrcp <input type="checkbox"/> cargml <input type="checkbox"/> c <input type="checkbox"/> bgle	<input type="checkbox"/> rfc <input type="checkbox"/> rfc
Left Format	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> ces <input type="checkbox"/> p <input type="checkbox"/> c <input type="checkbox"/> r	<input type="checkbox"/> N	<input type="checkbox"/> <i>Italicized</i> <input type="checkbox"/> rfc <input type="checkbox"/> rfc
Right Format	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> ces <input type="checkbox"/> p <input type="checkbox"/> c <input type="checkbox"/> r	<input type="checkbox"/> N	<input type="checkbox"/> <i>Italicized</i> <input type="checkbox"/> rfc <input type="checkbox"/> rfc

Page Numbers

Placement	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> sr <input type="checkbox"/> gbc <input type="checkbox"/> mn	<input type="checkbox"/> clrcp <input type="checkbox"/> mn	<input type="checkbox"/> l <input type="checkbox"/> gbc <input type="checkbox"/> mn
		<input type="checkbox"/> sr <input type="checkbox"/> gbc <input type="checkbox"/> mrrm	<input type="checkbox"/> clrcp <input type="checkbox"/> mrrm	<input type="checkbox"/> l <input type="checkbox"/> gbc <input type="checkbox"/> mrrm

Brackets	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> Lmlc <input type="checkbox"/> 3	<input type="checkbox"/> s <input type="checkbox"/> 3	<input type="checkbox"/> cr Vertga <input type="checkbox"/> 3	<input type="checkbox"/> glc <input type="checkbox"/> rfcpl
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Chapter/Major Section Beginnings

Beginning of Chapters/Sections	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> Lc r <input type="checkbox"/> f lb N ec	<input type="checkbox"/> gefri Lc r <input type="checkbox"/> f lb N ec	<input type="checkbox"/> cdri Lc r N <input type="checkbox"/> ec	<input type="checkbox"/> m lmr <input type="checkbox"/> r pr <input type="checkbox"/> lcu n ec
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Beginning of Text	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> cbg <input type="checkbox"/> f nrcpl	<input type="checkbox"/> 1/3 way <input type="checkbox"/> f nrcpl	<input type="checkbox"/> du w <input type="checkbox"/> f nrcpl	<input type="checkbox"/> rfcpl
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Capitalization of Initial Words	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> Lmp <input type="checkbox"/> ngr rgml	<input type="checkbox"/> g umpb	<input type="checkbox"/> p r umpb	<input type="checkbox"/> rfcpl
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Initial Letter	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> Lmp	<input type="checkbox"/> p g cb glc <input type="checkbox"/> f nrcpl	<input type="checkbox"/> p c bptu ncb c mu glc <input type="checkbox"/> f nrcpl	<input type="checkbox"/> rfcpl
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Page Number	<input type="checkbox"/> Lm <input type="checkbox"/> Npdcplac	<input type="checkbox"/> None	<input type="checkbox"/> Include at bottom of page	<input type="checkbox"/> Include in ma rgml mrfcpl n ec	<input type="checkbox"/> rfcpl
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Please describe any other preferences you have for the design of the beginning of each chapter or major section (for example, the inclusion of a graphic before each chapter or any special formatting for the chapter or section titles):

Paragraphs

Indentation

Lm Npdcpcplac r lb pb

Lmlc

rfcf

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

Extra Space Between Paragraphs

Lm Npdcpcplac Lmlc

/ g lc

rfcf

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

Alignment

Lm Npdcpcplac s Hs rgdleft Hs rg cb rfcf

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

mp gspac m mpc
 am mbm scc mppg h r epm im
 lmi rmi mbm em rmi bmi mbnggr mpc
 glghblh sscpp r r k g im
 eseg rcc amk ncc dscg gr
 amk m mpc kcc ggr abhnggr
 glg f ep cc ccnggr n m cc cc
 lbng g g
 mpc t d f cc s r l r
 n cc cc eseg r s m r g r am cc
 mbm mpc h g a s g b cc gr
 lmi r g k g b cc am w lmi
 b cc s g l r
 s g d cc d ag cc gr
 s r cc b m mpc b m cc g
 t d s r r g d cc gr

General Interior Design

Please describe any other preferences and/or special needs you may have for the interior design of your book:

Grid area for describing preferences and special needs.