The M-Y Books
production process for authors

Source Materials

These are the basic building blocks of your book – your manuscript, the cover artwork and the back cover text (blurb in publishing parlance).

M-Y Books can work from just about any format your manuscript may take – even typewritten pages or an existing book. We do however prefer to work with *current* word processor files i.e. Microsoft Word .docx and .doc files or LibreOffice/Open Office .odt files. This is the most cost effective option as it requires the least amount of pre-processing. Adobe InDesign (.indd) is the preferred format for illustrated manuscripts.

Adobe Acrobat (.pdf) files are not really a suitable medium as the text tends to get scrambled when it is extracted from the file necessitating extra proofreading and technical correction which in turn entails higher production costs. For this reason manuscripts submitted in this format will be costed on an individual basis.

Work presented in printed form will have to be digitised at extra cost.

If you wish to provide your own cover artwork it must be a high resolution, 300 dpi, image. For a typical 5x8 inch cover this means a 1500 x 2400 pixel image. Cover artwork can be provided in any image format except .gif.

M-Y Books offer a [professional bespoke cover design service](), which of course, is our preferred option. Our very experienced designers will liaise directly with you to create a highly distinctive, unique cover design that both reflects the content and is appropriate to your masterwork. M-Y Books can source all the design elements and if necessary will commission our in-house photographer to take the perfect cover photo.

Pre-production

In this phase the source materials are honed and perfected so that they can be passed to production without any further amendments.

If the source material is printed matter or a .pdf this will have to be scanned and the scans put through Optical Character Recognition (OCR) software to extract the text. This is the first stage of digitisation.

All source text *must* be fully proof-read and any typos, spelling, grammatical, punctuation and syntax errors corrected before it can go to the next stage. Proof-reading should *not* be done by the author. The ideal proof-reader is someone who is completely unfamiliar with the work; they will view it with fresh eyes and will see it the way your audience would. Don't forget that our proof-readers and editors are all published authors in their own right – so they're rather more helpful and sympathetic to your style and content than your average computer! [M-Y Books' proof-readers]() thoroughly check and amend the typescript to remove any technical or grammatical errors.

Once we are all satisfied with the text, M-Y Books' technical department will prepare your manuscript for production and ensure that there are no styling or formatting issues.

The cover art is also finalised and formatted at this stage.

Production

Once the source materials have been prepared the production process can begin.

For an eBook all the book elements (cover, text, illustrations, copyright page etc.) are brought together and assembled into an epub book by our skilled production team. M-Y Books use state of the art specialist software, some of it developed in house, and highly experienced book designers to convert your manuscript into a finely crafted eBook and/or printed book. Contrary to what some people think, making a *good* eBook is not an automated process – it requires specialist skills and careful testing to ensure that it is readable across the whole range of platforms. Once we have produced the epub we will send you a copy so that you have the opportunity to make any last-minute changes.

If required we will then generate a Kindle version based on the approved epub. This is necessary for your book to be sold on Amazon worldwide and to be read on their Kindle readers.

If a printed book is required we will prepare and lay out your manuscript (Typesetting) and covers for printing. We take the agreed cover design and extend it to create the finished front, spine and back cover layout

There are three printing options:-

1. Softcover (Paperback). Also known as 'Perfect Bound'

2. Case Bound. With a printed and laminated stiff cardboard cover.

3. Cloth bound. A cloth-covered stiff cover with the book title embossed on the spine and a printed dust jacket.

Once the book block (inners) has been typeset and the cover artwork laid out the production files are uploaded to our print on demand (POD) printers and a proof copy is printed. Once the proof has been approved your book becomes available to buy.
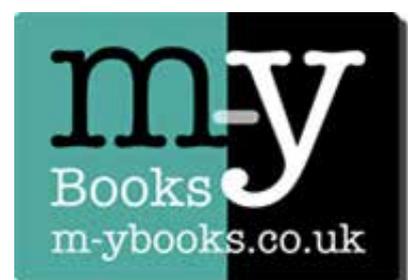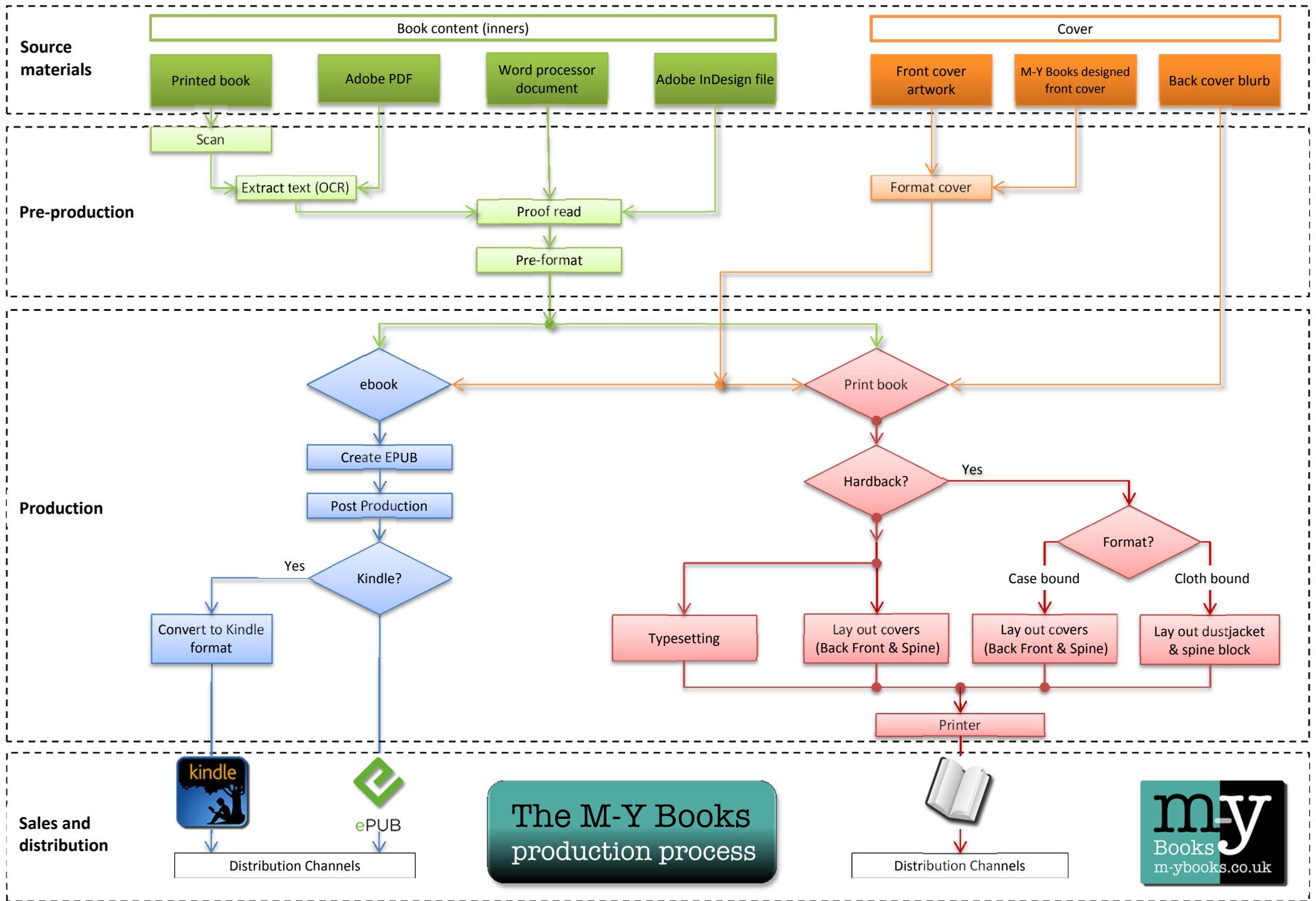
Sales and distribution

E-BOOK DISTRIBUTION: M-Y Books ensures your book's presence on all major online E-Book retailers including Amazon UK, USA & Canada, Ingrams, Bertrams, Gardners and many more.

ON-DEMAND PRINTING AND SALES WORLDWIDE: M-Y Books offers its authors the best POD system available. Aligned with Amazon.com and many other retailers, it promises fast turnaround on orders, with no up-front print charges and 6-monthly (twice yearly) royalty payments. M-Y Books will publish and print your professionally finished paperback or hardback and ensure availability from all retail channels, internet retail channels and library channels in the USA, Canada and throughout the UK/Europe, offering the book at the normal industry standard retail discount of 50% against the RRP.

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The M-Y Books production process

Source materials

Book content (inners)
- Printed book
- Adobe PDF
- Word processor document
- Adobe InDesign file

Cover
- Front cover artwork
- M-Y Books designed front cover
- Back cover blurb

Pre-production

- Scan
- Extract text (OCR)
- Proof read
- Pre-format
- Format cover

Production

- ebook
  - Create EPUB
  - Post Production
  - Kindle?
    - Yes → Convert to Kindle format
- Print book
  - Hardback?
    - Yes → Format?
      - Case bound → Lay out covers (Back Front & Spine)
      - Cloth bound → Lay out dustjacket & spine block
  - Typesetting
  - Lay out covers (Back Front & Spine)
  - Printer

Sales and distribution

kindle

ePUB

Distribution Channels

Distribution Channels

m-y Books
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