QUICK GUIDE
SUBMITTING MATERIALS

BASIC REQUIREMENTS FOR FILE SUBMISSION

MANUSCRIPT LENGTH

To estimate the length of your manuscript, divide the total word count (viewable in the bottom left corner of a Microsoft Word document) by 450, the approximate number of words per page. This method is more accurate than relying on the provided number of pages in Microsoft Word.

FONTS

When submitting Word documents, use a universal font:

Arial
Calibri
Futura
Garamond
Gill Sans
Minion Pro
Myriad Pro
Times New Roman
Tahoma
Verdana

If you plan to use special fonts, we will need you to provide the font file.

If the font requires a commercial license, we will not be able to use it in your textbook.

RESOLUTION

DPI refers to the resolution number of dots per inch in a digital print. You can adjust the DPI on a scanner when scanning materials to achieve high quality resolution.

- Be sure to scan documents at 300 DPI.
- Cover images should be set to 600 DPI this applies to course packs only).

EMBEDDING FONTS

If you convert a Word document to a PDF file prior to submission, ensure the fonts in your file are properly embedded, as shown below.

To embed a font in Microsoft Word:

- Click on File, then select Options.
- Click Save in the left-navigation bar.
- Check the box titled Embed fonts in the file.
- Click OK to save your changes.

Ask your project editor for assistance if you use a different version of Microsoft Word.

SPECIAL CHARACTERS AND EQUATIONS

If your manuscript contains special characters or equations, send us both a Microsoft Word and PDF file. The PDF will preserve special characters and equations, ensuring our team has the information needed to correctly lay out your book.

FILE FORMAT

Text .doc, .docx, .pdf
Images .jpeg, .png, .tiff and .eps
Other .xls, .xlsx, .ppt, .pptx

Common program files that we are unable to work with include, but are not limited to:

Finale
Google Docs
LaTeX
Pages (Mac)
Numbers (Mac)
Keynote (Mac)
Word Perfect

If you create materials, including your manuscript, in one of these programs, you'll need to send us a PDF file during review. Your project editor may ask you to apply changes in the original program, then resubmit an updated PDF file.

THIRD-PARTY CONTENT

Whether you include brief quotes or the full text of a previously published reading or webpage, you'll need to clearly indicate the use of such third-party content within your manuscript.

If you include a quote or text that is one paragraph or less in length, mark the beginning and end of the selection with quotation marks and then cite the source in a footnote or endnote.

If you include text longer than a paragraph in length, emphasize the content within your manuscript by changing the font color or highlighting the text. The emphasis should clearly distinguish the third-party content from your original writing. Include a full citation for the reference, complete with page numbers.

When you submit readings, include their associated endnotes too. Endnotes will generally appear at the close of a chapter or the end of a book. If a reading you'd like to use includes note markers within the text, ensure your scan of the material includes its corresponding notes pages.

Remember: Taking text from another source and changing only one or two words does not qualify as paraphrasing. If you'd like to change only a few words within an excerpt, enclose the text in quotation marks and indicate any word changes you've made in brackets [ ].

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HELPFUL TIPS FOR SCANNING

1. Press down firmly on book spines to ensure scanned text is not curved or shadowed.

2. Check the edges of scanned pages to ensure none of the text is cut off or missing.

3. Keep your hands and other objects away from your scan so they don't obscure the text.

4. Rescan readings if the text appears blurry or distorted.

5. Ensure text is scanned at the proper contrast. You may need to adjust the contrast and rescan materials if the file is too dark or too light.
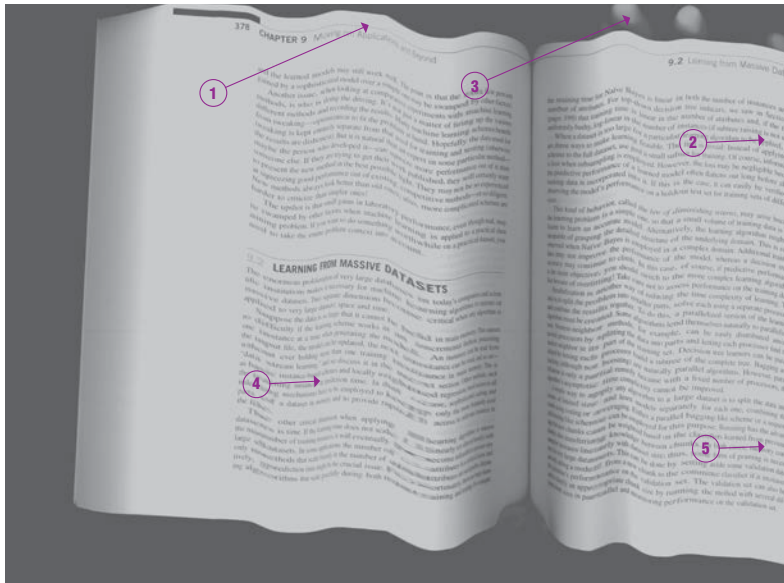

6. Scan material in its original color format. If the reading is printed in color, scan it in color instead of grayscale.

7. Include the title page, copyright page, and any reference or notes pages along with each reading.

8. Save the file using the author's last name, the title of the reading, and the page numbers used. Number the readings in the order you would like them to appear.
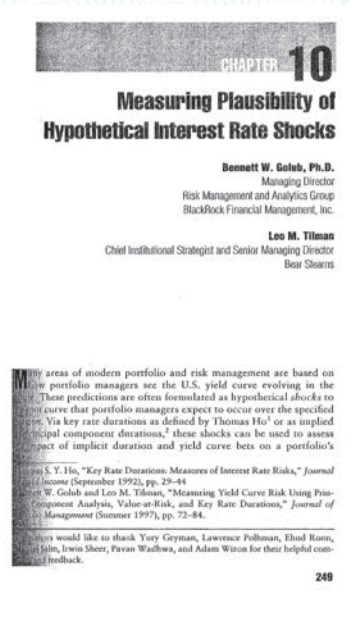
Example:
01_Smith_OriginOfNations_1-5

SCANNING EXAMPLES

EXAMPLE OF A CLEAR SCAN
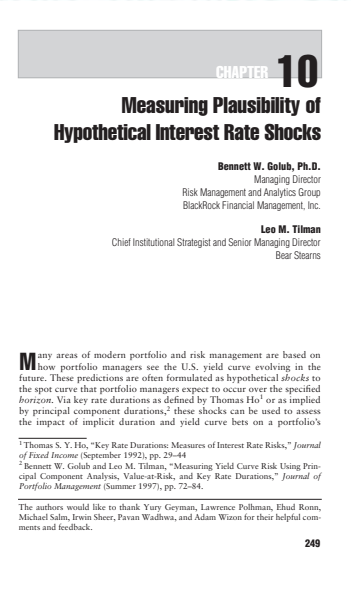
EXAMPLE OF A POOR SCAN

SUBMITTING YOUR MATERIALS

Email small files (less than 3 MB) in sum directly to your project editor.

Upload files larger than 3 MB—PDFs, Word documents with images, etc.—in sum to our website via a zipped folder. To do this, save all files in one folder and then zip (or compress) the folder. When uploading, select the .zip folder rather than individual files. Be sure to notify your project editor when you upload files.

library.cognella.com/order/submit

You will receive a confirmation message if your materials upload successfully.

Your File Upload Results

Congratulations, you've successfully uploaded the following file(s):

UPLOADED FILE NAME	SIZE
ProfessorX_VenstarT2800Manual.pdf	2.07 MB

Upload more files as needed!

Upload More Files

Do not send files through file sharing sites such as YouSendIt, Dropbox, or Google Docs. YouSendIt links expire quickly. Dropbox has file size limits that hinder our access. Google Docs are difficult to download. Other file sharing sites present additional obstacles, so please use our website upload feature exclusively.

Be sure all materials you submit are final and complete. Sending multiple versions of the same document can lead to confusion and additional work for both you and our team.

FAQS

WHY DO I NEED TO SUBMIT MATERALS TO COGNELLA?

We need your help to gather all third-party content in one place so our licensing team can vet each work and secure the proper permissions and copyright clearance.

WHY ARE THERE SO MANY REQUIREMENTS SURROUNDING MATERIAL SUBMISSIONS?

Cognella is committed to providing students with the highest quality product possible. Accordingly, we ask that all files sent to us meet certain criteria. Quality materials will both improve the appearance of the final product and the overall user experience.

WHAT HAPPENS IF THE MATERIALS I SUBMIT DO NOT MEET CERTAIN CRITERIA?

We'll work to improve the files, but there are limits to what we're able to do. If submitted materials do not meet Cognella requirements, it may result in production delays. Your project editor will contact you to talk through issues regarding third-party content, if any.

UNSURE OF NEXT STEPS OR HAVE ADDITIONAL QUESTIONS?

ASK YOUR PROJECT EDITOR!

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