

Manuscript preparation guide:

1. Use Word or Google Docs to type your manuscript.
2. Choose the font Times New Roman in your manuscript. Fonts will change during formatting.
3. Use the default 11 or 12 font size for all text. Use single space.
4. Refrain from formatting your manuscript. Don't add tabs or "space bars" to put indents at the start of your paragraphs. **Make sure everything is typed in plain text.** It's much easier to format with plain text.
5. Don't add headers, footers, page numbers, comments, etc... It will all disappear during the formatting process. If you have headers and footers, just indicate it in plain font. It will be added later.
6. Don't put Table of Contents (ToC) on your manuscript. During formatting, the pages will change. Page numbers and ToC will be added later.

Jack and the Beanstalk

Once upon a time there lived a poor widow and her son Jack. One day, Jack's mother told him to sell their only cow. Jack went to the market and on the way he met a man who wanted to buy his cow. Jack asked, "What will you give me in return for my cow?" The man answered, "I will give you five magic beans!" Jack took the magic beans and gave the man the cow. But when he reached home, Jack's mother was very angry. She said, "You fool! He took away your cow and gave you some beans!" She threw the beans out of the window. Jack was very sad and went to sleep without dinner.

The next day, when Jack woke up in the morning and looked out of the window, he saw that a huge beanstalk had grown from his magic beans! He climbed up the beanstalk and reached a kingdom in the sky. There lived a giant and his wife. Jack went inside the house and found the giant's wife in the kitchen. Jack said, "Could you please give me something to eat? I am so hungry!" The kind wife gave him bread and some milk.

While he was eating, the giant came home. The giant was very big and looked very fearsome. Jack was terrified and went and hid inside. The giant cried, "Fee-fi-fo-fum, I smell the blood of an Englishman. Be he alive, or be he dead, I'll grind his bones to make my bread!" The wife said, "There is no boy in here!" So, the giant ate his food and then went to his room. He took out his sacks of gold coins, counted them and kept them aside. Then he went to sleep. In the night, Jack crept out of his hiding place, took one sack of gold coins and climbed down the beanstalk. At home, he gave the coins to his mother. His mother was very happy and they lived well for sometime.

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Climbed the beanstalk and went to the giant's house again. Once again, Jack asked the giant's wife for food, but while he was eating the giant returned. Jack leapt up in fright and went and hid under the bed. The giant cried, "Fee-fi-fo-fum, I smell the blood of an Englishman. Be he alive, or be he dead, I'll grind his bones to make my bread!" The wife said, "There is no boy in here!" The giant ate his food and went to his room. There, he took out a hen. He shouted, "Lay!" and the hen laid a golden egg. When the giant fell asleep, Jack took the hen and climbed down the beanstalk. Jack's mother was very happy with him.

After some days, Jack once again climbed the beanstalk and went to the giant's castle. For the third time, Jack met the giant's wife and asked for some food. Once again, the giant's wife gave him bread and milk. But while Jack was eating, the giant came home. "Fee-fi-fo-fum, I smell the blood of an Englishman. Be he alive, or be he dead, I'll grind his bones to make my bread!" cried the giant. "Don't be silly! There is no boy in here!" said his wife.

No

Yes

Images and graphics guide:

1. Prepare all your images in a separate folder.
2. When adding images for print, ensure they are equal to or larger in size than the finished book dimensions. For instance, if you submit a 1x1 inch size photo intending it to occupy half a page, enlarging a small image to fit may result in a blurred or "pixelated" appearance in print.
3. In print, **images should have 300 dpi resolution**. Images grabbed from the internet or screenshots from your monitor will have a 72 dpi resolution.
4. You can send all your high resolution images through Google Drive or large file sharing services like WeTransfer.
5. To indicate the images' placement, you can insert it in the manuscript but also prepare the separate image file in the folder you'll send.
6. If you have special texts like callouts or captions, simply indicate it in plain text.

Chapter 2

Lions

Lion, (*Panthera leo*), large, powerfully built cat (family Felidae) that is second in size only to the tiger; it is a famous apex predator (meaning without a natural predator or enemy). The proverbial "king of beasts," the lion has been one of the best-known wild animals since earliest times. Lions are most active at night and live in a variety of habitats but prefer grassland, savanna, dense scrub, and open woodland. Historically, they ranged across much of Europe, Asia, and Africa, but now they are found mainly in parts of Africa south of the Sahara. An isolated population of about 650 Asiatic lions constitute a slightly smaller race that lives under strict protection in India's Gir National Park and Wildlife Sanctuary.



caption: A male and female lion relaxing on a rock.

inserted image in
Word to indicate
placement



Lions are unique among cats in that they live in a group, or pride. The members of a pride typically spend the day in several scattered groups that may unite to hunt or share a meal. A pride consists of several generations of lionesses, some of which are related, a smaller number of breeding males, and their cubs.



High Resolution images
organized into a folder



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