

# PUBLISHING GUIDE

For DHK Creations & Publications, LLC

*Thank you for choosing DHK Creations & Publications, LLC to help bring your dreams to life! This comprehensive publishing guide will give you a better understanding of our work, as well as any steps you will need to take to further streamline this process. If you haven't already scheduled a free consultation, please do so at [www.dhkcreations.com/bookaconsult](http://www.dhkcreations.com/bookaconsult)*

*For any questions, please email [dhkcreations@outlook.com](mailto:dhkcreations@outlook.com)*

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## .: SEND US YOUR IDEAS! :.

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If you have an idea for what the inside of your book will look like, fill out the [FORMATTING SPECIFICATIONS FORM](#) and let us know! We want your book to be everything you dreamed of!

If you have questions or comments, please email [dhkcreations@outlook.com](mailto:dhkcreations@outlook.com)

# .: WHAT TO EXPECT :.

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Once you hire DHK Creations & Publications, LLC, we will give you daily updates on what we have completed that day. While every project can be unique and may look a little different, we will follow the same basic steps in the following order:

.: **Create a First Look** – deciding fonts and general layout, then formatting 2-5 chapters for your approval. Once you're happy with the formatting, we will continue with the rest of the project. You can expect a First Look within a day of DHK getting your manuscript.

.: **Interior File Formatting** – After your first look, we continue to insert chapters into a print-ready file. The Formatting is divided into three phases: *Initial Formatting, Run-Throughs, and FL/LL Comparison*

**Initial Formatting** is when your formatter will manually transfer each and every chapter into a print-ready file. Basic formatting, such as headers or scene breaks, will be completed. This can take up to two days.

**Run-Throughs** is when your formatter will check each and every page, perfecting things like alignment, spacing, headers, footers, and anything else that require special attention. We do a series of 2-4 Run-Throughs. During this, you will also have a copy of your file and can complete a check should you do so.

**FL/LL Comparison:** This stands for "First Lines & Last Lines Comparison." This process involves checking the first and last lines of each chapter of the print file against the first and last lines of each chapter of your original manuscript to make sure they match. We also check the numbering of chapters and add page numbers to the table of contents.

.: **Book Cover Design/Formatting** – If you already have a book cover designed, feel free to email it over. However, based on trim size, font licensing, or image licensing, we may need to adjust the book cover.

.: **Set Up Necessary Profiles/Accounts** – while formatting, we will also work together to create you any necessary social media, publishing, or service accounts through an email we set up. You will have the password to that email and, once publishing is complete, you can go in and change that

password. This email is where you receive royalty information and important publishing emails. Among the accounts we set up, based on your chosen package: ISBN Account, Publisher/Print Company Accounts, Social Media Accounts, etc.

**.: Purchase & Register ISBN** – After Formatting is completed and we know the book’s specifications, we will purchase and register your book’s ISBN(s) This process can take 24-48 Hours

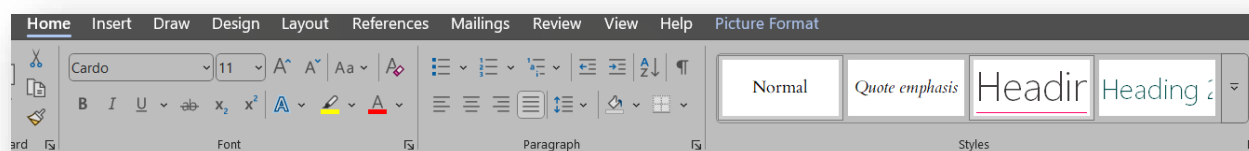
**.: Upload & Publish** – We will schedule a zoom or send you the files for uploading. In addition, we will launch your book and announce you as an author! This process can take 24-72 Hours

## .: PREPARE YOUR FILES FOR DHK .:

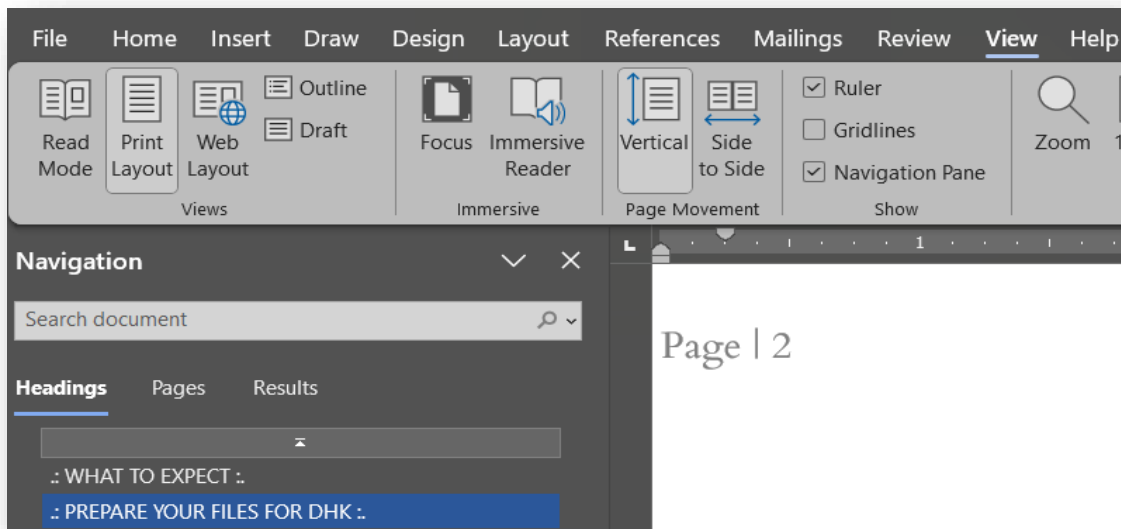
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Before you send us your manuscript, there are some things you need to do to prepare it for formatting. This makes your manuscript easier to navigate and mitigates the risk of chapters being overlooked. It also makes formatting quicker.

.: Please make sure all chapter titles are formatted in the “HEADER” text style. If you need to change chapter titles, click to the text you need to change, find “HEADING” under “Styles.” Click on “HEADING”



To check if your chapter titles are in the right style, click on VIEW>NAVIGATION PANE in Microsoft word. When the box is checked, you should see all of your chapters listed in the navigation page on the left side of the screen.



## .: FAQs :.

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.: **What if I find editing mistakes I after the book has been formatted?** If you notice mistakes that need to be corrected but they aren't enough to require a reformat, your formatter will add them in for you. If <20 edits, there will be no charge. If there are >20 Edits, the price to add them is \$5/10 edits.

.: **What happens if I decide to go with another publisher after work has started?** If you decide to go with another publisher but some work has already been completed, you will receive a refund of the total price minus the percentage of work completed. For example, if the book is 30 pages long, and 15 chapters have been formatted, you will receive a 50% refund. ISBN deposits are **not** refundable.

.: **What Is The Miscellaneous Labor Charge?** This is if there's something that must be fixed in your book (not referring to typos or a few words changed), a of \$20/Hour would be required. For example, you want us to correct scripture translation or adjust several passages of text due to legal/copyright reasons.