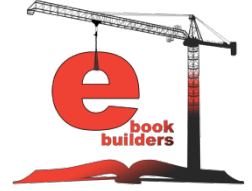


DRAFT PROCESS



Please check the draft pdf for any errors. Be aware this is the **DRAFT**, all the chapter heading images and scene change images are NOT inserted – that is done on the finalization – the ones that are in the draft are to give an example of the aesthetics of the paperback version. Ignore all **red** italic text – this is so that all the italics in the manuscript file make it through the process. The text will be black in the final pdf. Any design or questionable layout is usually denoted with **hot-pink text** and should be addressed – not acknowledging and answering the query will delay the finished project.

This draft is sent to catch any errors – either in layout or paragraph stylings (i.e. text messages, lyrics, blockquotes not styled different than regular paragraphs). Up to 20 grammatical errors (wrong word, misspelled word etc.) fixed during draft stage at no cost. More than 20 *could* be charged the hourly rate.

Most books that E-BookBuilders designs are laid-out in the following order (inform E-BB prior to work commencing if you want an order different than this):

1. Title Pg,
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5. Acknowledgments,
6. Quote or Epigraph
7. Half-Title Page,
8. Chapters (Prologue and Epilogue if applicable),
9. Playlist,(if included)
10. Note From Author, (if included)
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After the draft is corrected the file is then finalized. Finalization means all the widows and orphans (see [HERE](#) for an explanation if you are not aware) will be addressed, chapters will be laid out so that they start on recto pages (see [HERE](#) for an explanation if you are not aware). Chapter heading images and scene change images will be inserted throughout (if applicable).

Any changes **AFTER** file finalization will be charged at an hourly rate. This is because the file will then have to go through the finalization process again (widows/orphans and making sure all the images used within the chapters are correctly placed.) Then the ebook files will have to be updated as well.

Any grammatical corrections **MUST** be submitted in the following format: (complete sentences only)

Pg. 17

CURRENT: She undid the lock, turning the know.

CORRECT: He undid the lock, turning the knob.

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If design changes are required, please tell the page number and text as well as what the text signifies (text message, newscast, letter). If you have special request for how these paragraph styles should be address relay them on, we will inform you if they are possible.

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** correction format

Pg.

CURRENT:

CORRECT: