



Homespun Press Limited

HSP TECHNICAL SPECIFICATIONS

The following are guidelines for preparing the submission package to Homespun Press (HSP). HSP Secure eBooks® are viewed / read using a PC with Microsoft Internet Explorer or Netscape or using a Macintosh with PC emulator software capable of viewing MS Internet Explorer or Netscape. There is no downloading of a "reader" to enable the book.

On page 8 of this document, is a list of recommended software to be used for writing and compiling the work to be submitted. Most of the software is free or has evaluation copies available. The Adobe Reader and NVU HTML editor are both free.

Homespun Press eBook Appearance

The HSP Secure eBooks® produced by Homespun Press have a standard appearance. This standard has been developed to make reading eBooks on a computer easy for all ages of customers. The fonts used are either Verdana, 12 pt or New Times Roman, 12 pt. The author may choose which font they prefer. HSP recommends the Verdana font, as that is most popular for webpages.

The eBooks are "sizeable" by the customer to make their reading experience an enjoyable one. The opening size of the eBook is 800 x 600. This information is helpful to those including photographs, drawings, charts, and the like, in their publications. It appears more professional to have a photo appear within the borders of the window then disappear in part. As a guideline, the opening window is almost the width of an 8.5" x 11" sheet of paper – being 8.5 inches wide. An example of the approximate size of the window is included on page 9 of this document.

The eBooks scroll down the page, so there is no page turning. The eBook can be comprised of a single "window" or "sheet" of screen type with "chapters" all presented in the single file, or it can be divided into "chapters" or "sections" made up of separate files. If the author wishes the eBook to be published in separate chapters or sections, then a *Table of Contents* page needs to be included in the submission and ideally have hyperlinks to the separate chapters. All eBooks will have a "copyright" screen in addition to the body of the work. The copyright screen will be the first screen to open and advise the reader that they need to register the eBook before being allowed to read it.

The header of the eBook “window” will include the eBook ID, Title, and Author’s Name. The toolbar on the right side of the “window” will allow for closing, refreshing, search / find, and once the hyperlinks within the document have been activated, it will allow for using the arrow keys to move forward and backward in the book.

SUBMISSION STANDARD

Homespun Press formats HSP Secure eBooks® using its standard style-sheet. Therefore, it is important that the author submit his / her work in accordance with the following standards to preserve italic and bold formatting.

Computer Submission

All submissions must be in English. All text must be submitted as either a MS Word document or an HTML file. The text may be of any length. HSP will endeavor to produce the work as close to the submitted copy as possible. This means HSP will leave quotes, bold, italic and capitalization as it is presented to HSP by the author.

Use of Style Sheets

Do not use style sheets to prepare the text / book. HSP Secure eBooks® uses specific styles. If a style has been applied to the author’s text, HSP will normally clear the author’s formatting to enable the HSP formatting. This may present problems and lose intended bold and italic wording in the document. The author should just highlight words and click on the “B” for bold or “I” for italic on the toolbar, rather than using “styles”.

Headings. The headers can be bolded and set in a different font point set if desired. The HSP styles will overwrite the headings format set by the author.

Font Type

It is preferable to have the text submitted using either the New Times Roman or Verdana font in size 12 point.

Paragraph Formatting

The text, when published in the HPS Secure eBooks®, should “flow” when the reader adjusts the size of the window to their reading convenience. This equates to the text always being the same width as the viewing window.

The author will find it helpful to set the MS Word document to reveal paragraph and space marks to ensure that these have not been added where not intended. The “marks” can be viewed by going to TOOLS and the menu bar and selecting OPTIONS on the drop-down menu. Click on the VIEW tab and then under FORMATING MARKS, click on ALL.

It is important that extra paragraph returns NOT be added between paragraphs. Please be sure that all extra paragraph returns in the document are removed. The spacing between the paragraphs will be included in the body style added to the document by HSP. This document is an example of using a "style" to add space before and after a paragraph.

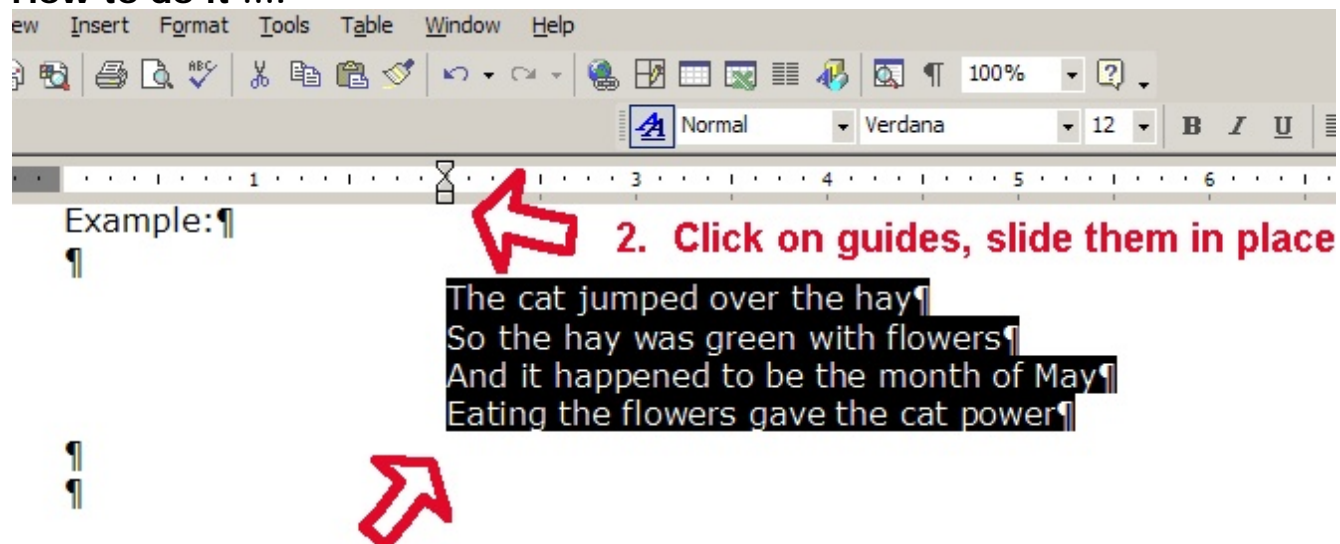
Do not add "shift + enter" (↵) returns at the end of lines. Paragraphs should have no "return formatting" within the paragraph. Note, that in MS Word, the act of pressing the ENTER key will retain the current formatting through to the next paragraph.

Indentation of the first line is acceptable. As is, indentation of a stanza or short group of lines included in the document. The group of short lines should have a paragraph return at the end of each of the lines.

Sample – Indented Text

The cat jumped over the hay
So the hay was green with flowers
And it happened to be the month of May
Eating the flowers gave the cat power

How to do it



1. Highlight the text to be indented

Table of Contents or Hyperlinks

The HPS Secure eBooks® can be compiled using a Table of Contents or general hyperlinks.

Instructions for adding a Table of Contents or general hyperlinks.

1. Highlight the chapter title or part of text to be linked. Go to INSERT on the Tool Bar and click on Bookmark. In the pop-up dialog box, under Bookmark Name, type in a name (do not use symbols, leave blank spaces, or use only numbers). Click on ADD to save the Bookmark name.
2. Highlight the TOC chapter title or part of text to hyperlink from. Go to INSERT on the Tool Bar and click on Hyperlink. Choose "Place in this document". Then select the Bookmark name you gave the text and click on OK. Test the hyperlink by holding down the CTRL key and clicking the left mouse button whilst hovering over the hyperlink. Note: if linking a Table of Contents to separate file chapters or section, then have that chapter or section open at the same time and choose "Existing File or Web Page".

Below are examples of a Table of Contents and a general hyperlink. In an HTML document the links are "live" and take the reader to the other end of the link's location.

Sample 1 – Table of Contents Link

CONTENTS

CHAPTER I. THE VOYAGE TO THE BRAZILS.

CHAPTER II. ARRIVAL AND SOJOURN IN RIO JANEIRO.

[CHAPTER III. EXCURSIONS IN THE NEIGHBOURHOOD OF RIO JANEIRO.](#)

CHAPTER IV. JOURNEY INTO THE INTERIOR OF THE BRAZILS.

CHAPTER III. EXCURSIONS IN THE NEIGHBOURHOOD OF RIO JANEIRO.

An excursion to the waterfalls near Teschuka, to Boa Vista, and the Botanical Gardens, is one of the most interesting near the city; but it requires two days, as it takes a long time to see the Botanical Gardens alone.

Sample 2 – Footnote hyperlink

It was Sunday, and the weather was very fine, [{335}](#) to which I was indebted for seeing all the fashionable world of Athens, and even the Court, in the open promenade. This place is a plain avenue, at the end of which a wooden pavilion is erected. It is not decorated by either lawns or flower-beds. The military bands play every Sunday from five to six. The King rides or drives with his Queen to this place to show himself to the people. This time he came in an open carriage with four horses, and stopped to hear several pieces of music. He was in Greek costume; the Queen wore an ordinary French dress.

[335] Here, where I arrived about four weeks after leaving Odessa, the sun appeared as hot as with us in July. The vegetation was greatly in want of rain, and the leaves were almost dying from the heat; while in Odessa they were already killed by the cold.

Hyperlinks are a good way to enable the reader to quickly access parts of an eBook or eDocument.

Editing and Proofing

It is up to the author to edit and proofread the book or document prior to submission. One proof copy will be sent to the author at no charge for a final approval before publication. The author may make corrections and re-submit the book files. However, a charge rate of \$50 USD will be charged per hour for rework. HSP recommends that the author review the body of work carefully before submission.

Photographs and images

Colour photographs, images, charts, etc. should be imbedded in the MS Word or HTML document **AND** also submit all JPG files separately. Where possible, 100

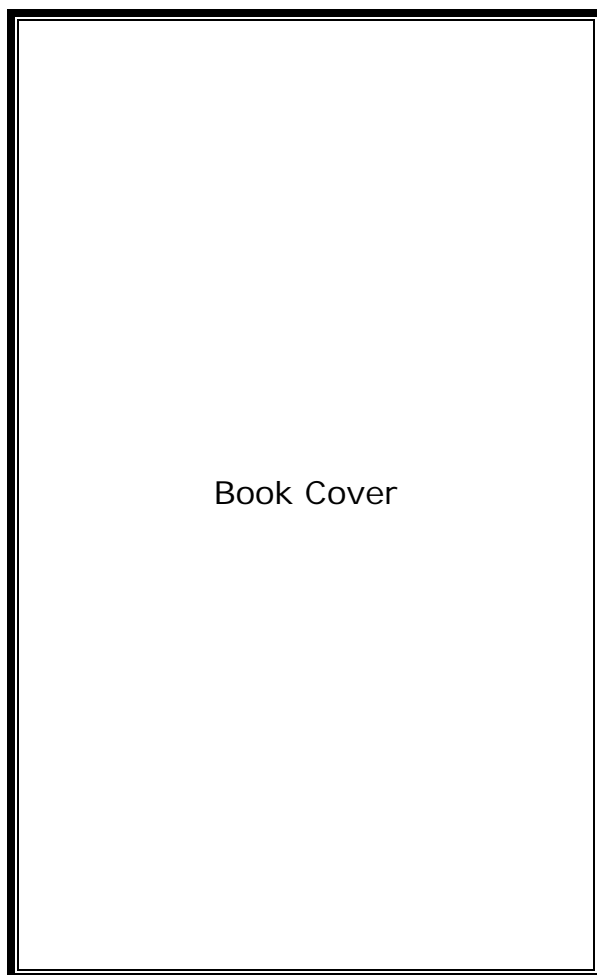
resolution should be used in producing the JPG file. The JPG file should be of a reasonable size and not exceed 200 KB in size. Ideally, JPG files are best when under 100 KB in size to allow them to load quickly on a computer screen.

The JPG files should be in RGB colour set, not CMYK. Clarity should be of a good quality so that the author's work is presented in a professional light.

JPG files are to be sized by the author to the size that they are to appear within the eBook. HSP recommends that this not exceed 8 inches in width.

Book Cover

The author will prepare the cover for the eBook. The JPG file should measure approximately 3 ½" x 5" (9 cm x 13 cm). HSP will make the thumbnail book cover. The book cover will be used on the profile page and appear for 5 seconds when the eBook first opens. Include the word "cover" at the end of the filename.



PDF file of book

If the author chooses, a PDF file copy of the book may be submitted to ensure HSP views the author's book in the intended format.

SUBMITTING WORK TO HSP

The author's files will be zipped and sent as follows:

Naming the zip folder

The author will use the following coding system for the zip folder.

AOT-XXX-Author_ddmmmyear or
YA-XXX-Author_ddmmmyear

AOT being Author of Our Time series and YA being Youth Author series. XXX being the first letter of the first three words of the title of the book. Author being the author's last name. Date being the date of submission. The zip folder should look something like the following:

Book title: *The Lazy Days of Summer.*

Author: *Susan Latice*

Date: *1 January 2008*

Zip folder: **AOT-TLD-Latice-1January2008.zip**

If files are being submitted separately, then -01, -02, etc should be added to end of each filename accordingly.

Contents of the zip folder

- Book file(s)
- JPG files (with "cover" being indicated in the filename)
- PDF file of book (optional)

Email the zip folder to: ebooks@homespunpress.com

Be sure to complete the HSP Submission Package and click the EMAIL button at the top right of the first page to return the contents of the form to HSP.

Recommended software for submitting work

1. Email account with either MS Outlook® or MS Outlook Express®
2. Adobe Reader 7® or above. Free download from <http://www.adobe.com/>
3. WinZip® – Evaluation version <http://www.winzip.com/downwz.htm>
4. MS Word® or an HTML editor. MS Notepad® can be used, but is not as satisfactory. Please do not submit files produced in MS Works. NUV is a open source HTML that is available free at <http://nvudev.com/index.php>
5. Photo Editor software such as MS Photo Editor®, Adobe Photoshop®, LViewPro®. Most PCs come with a photo editor.

Steps of engagement with HSP to have a book published

1. Write the book. Proof what has been written. It is good to ask several people to proof the book as well. A professional proofreader may be worth the cost to produce a first class book. HSP does not provide proof-reading or editing services. Additional hourly charges of \$50 USD will be charged if the author requires HSP to produce a second proof copy.
2. Complete the HSP Publishing Agreement and either scan and email the document or send it through the post.
3. HSP will create an invoice and email it to the author. The email will have a link to PayPal. The author will have opened a PayPal account and use this account to pay the invoice.
4. Review the HSP TECHNICAL SPECIFICATIONS document. If there are areas that are not understood, please write to HSP at our email address ebooks@homespunpress.com .
5. Format the book and produce the illustrations, photographs, etc in accordance with this specification document. If quotes or graphic works produced by someone else have been used within the book, be sure to get written permission from the originator of the work in order to use it.
6. Create a WinZip® file and add all the files that pertain to the book, including text, cover, and other JPG files. Name the WinZip® file according to specifications.
7. Complete the HSP Submission Package and press the EMAIL button at the top right corner to send the form information to HSP.
8. The author can add the WinZip file to the email with the information from the Submission Package or send the WinZip file in a separate email.
9. When the proof copy arrives from HSP, signoff on the proof copy.

APPROXIMATE OPENING SIZE OF BOOK

