



# Glossary of Publishing Terms

## **Manuscript**

The original text of an author's work usually typed on a computer and submitted to a publisher.

## **Royalty Publishing**

This requires a literary agent, because publishers do not accept unsolicited manuscripts. If you do get an agent, there is no guarantee they will be able to sell your work to a publisher, and if they do, they will be entitled to 15% of every book sold. If accepted, the author receives an advance (in the low thousands) and a percentage of the book sales. After acceptance by a publisher, it will be at least a year or more before your book is published.

## **Self-Publishing**

In the past, the only way to get a novel published was through a royalty publisher. Today's technology has made self-publishing a viable alternative, allowing authors to keep 100% of book sale profits while retaining the rights to their story. It also allows authors to fully participate in the publishing process from editing to final design. Self-publishing takes a fraction of the time royalty publishing takes to get a work from manuscript to published form.

## **Copyright**

A copy of the manuscript must be sent to the U.S. Copyright Office in Washington, DC with a completed form to safeguard the work against possible plagiarism.

Visit the official site at [www.copyright.gov](http://www.copyright.gov).

## **Editing**

There are several different levels of edit depending on the shape the manuscript is in when submitted. A light edit corrects spelling, punctuation, hyphenation, capitalization and grammar. A heavy edit eliminates wordiness, triteness, confusing statements, vague generalizations and mixed metaphors. A developmental edit involves a rewrite.

## **Graphic Design**

This is the process by which manuscript text is moved into software which printing plants can process. The Graphic Designer creates the look and feel of the book using fonts, arrangements of text, columns, icons, drop capitals, symbols, and margins in the interior and on the cover, so that the work is easy to read, pleasing to the eye and potential readers.

**Stock**

An alternate term for paper.

**C1S**

Paper that is coated on one side only.

**Gloss Laminate**

The process to bond paper or plastic film to another material.

**Halftone**

A screened photo or illustration.

**Proofreading**

This is done twice – once before the text goes to the designer and again after the manuscript has been designed. A proofread catches errors in spacing, indexing, etc. before the going to the plant for printing and binding.

**Bluelines**

A proof of the finished book provided by the printing and binding company. Generally these are printed in blue ink (hence the term “bluelines”). This is the final look at the finished book before it is printed and bound.

**Pressproof**

A proof made on a press with materials specified for the final printed product.

**ISBN**

International Standard Book Number. It is a worldwide identification system for books. The ten-digit ISBN is printed on the copyright page and at the bottom on the back cover or dust jacket.

**LCCN**

Library of Congress Catalog Number. This number enables libraries to carry a book on its shelves.

Have any questions about publishing?  
Call us at 972-248-9500

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