novus
PUBLISHERS

SERVICE BRIEF

From Final Manuscript to Finished Book

Book formatting, typesetting and self-publishing support



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novuspublishers.com

Why Some Pages Look Homemade

Readers rarely notice good typesetting. They do notice its absence: tight margins, words vanishing into the spine, no running heads, a stranded line at the top of a page.

FROM A WORD PROCESSOR

Chapter Four

Ruth drove with the windows down, because the heater in her sister's car had stopped working the winter their father died and nobody had thought to fix it. The road ran flat and white between the pans.

She had forgotten how the salt got into everything, how it came home on your shoes and stayed in the carpet for years. By the second hour she had stopped rehearsing what she would say. There was no version of it that started well, and she had known that since she opened the letter. She turned the radio off.

TYPESET

Chapter Four

Ruth drove with the windows down, because the heater in her sister's car had stopped working the winter their father died and nobody had thought to fix it. The road ran flat and white between the pans.

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Illustrative pages from a fictional title.

Print and ebook are different files

A print PDF keeps fixed pages. A reflowable ebook adapts to the reading application. Each format is listed in your proposal.

Formatting comes after editing

Formatting arranges the material for publication. Finish your editorial revisions first, then proofread the laid-out book.

The Service

Formatting and typesetting

We arrange the text, headings, images and other material into a consistent book layout. You review sample pages first. Print and ebook files are prepared separately because fixed pages and adjustable reading screens work differently.

Print layout

Set page size, margins, typography, chapter openings and page numbers.

Ebook layout

Prepare the reading order, navigation and content for the chosen ebook format.

File preparation

Check the files against the production requirements agreed for the project.

Self-publishing support

We help organize the practical publishing tasks for the platforms you choose. That can include preparing listing information, checking files and working through setup. You review the book details and proof before approving release.

Book details

Prepare the description, categories, keywords and edition information.

Platform setup

Work through the agreed retailer or distributor setup tasks.

Proof and release

Review file checks, listing details and the printed proof where relevant.

Straight Answers

Can publication be guaranteed?

Platforms review submissions under their own requirements. Setup support prepares and checks the submission; it cannot promise platform acceptance or a sales result.

Which specifications do you need?

Share the intended printer or platform, trim size, binding, color requirements and planned editions. Confirm current platform requirements before final file preparation.

What's Included

Component	Details
FORMATTING AND TYPESETTING	
Sample pages	Review the type, spacing and chapter style before the full layout.
Print-ready PDF	A complete interior for the chosen print specifications.
Ebook files	EPUB and navigation when ebook preparation is included.
SELF-PUBLISHING SUPPORT	
Publication checklist	The tasks, files and responsibilities for your chosen editions.
Listing preparation	The agreed metadata and retailer-listing material.
Setup and proof support	Help with the platforms and checking stages listed in the proposal.

What we'll need from you

- Your final edited text, with any images, tables and notes
- The formats you're releasing: print, ebook or both
- Your printer or platform, trim size, binding and color needs
- For publishing support, your book details and account arrangements

Does a listing put a book in shops?

Availability to order and physical shop placement are different. Ask what distribution and sales work is included rather than assuming a listing provides shelf space.

Who controls the accounts?

Account access, responsibilities and handover should be agreed before setup begins. Keep the arrangement specific to the platforms and services in your proposal.

Your proposal lists the tasks, platforms, cost and schedule.

Send us the final version, or ask us if it is one.

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