



Calvary FOR BAPTISTS
BY BAPTISTS
PUBLISHING

A ministry of Parker Memorial Baptist Church
1902 East Cavanaugh Road • Lansing, Michigan 48910
Phone: 517.882.2112 • Fax: 517.882.2317

www.calvarypublishing.org

Manuscript Preparation

(these guidelines can be found online at
www.calvarypublishing.org/home/manuscript.htm)

Failure to fully abide by the following guidelines will result in a delay and/or extra charges for your project.

Bible verse format

We believe that the King James Bible is the preserved and inspired Word of God for English speaking people. We will not publish any material that condones any other English version, or any “correcting” of the King James Bible.

We further ask that Scripture references in the materials that we print be quoted exactly as they appear in Scripture. This includes correct punctuation:

Commas “ , “
Ellipsis “ . . . “
Proper italics
etc.

If you want your Scriptures to stand out, you may use a different font or make it bold, while still maintaining the italics as found in the King James Bible.

Digital file

Manuscripts need to be submitted in an electronic file (computer-generated) using one of the following programs:

Microsoft Word (recommended)
Microsoft Publisher
Microsoft Works
Corel Wordperfect
NeoOffice
Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Adobe FrameMaker
Adobe PageMaker

Editing

Manuscripts need to be thoroughly edited by qualified individuals before submitting the digital file. Special emphasis needs to be placed on:

Grammar (sentence and paragraph structure)

Spelling

Tense consistency (past, present, and future)

Capitalization

Bible verse formatting

Project fee

This one-time \$150 fee includes industry-standard book formatting and layout, professional, full-color cover design, printing setup and online storage. This is required for all books/booklets printed by Calvary Publishing to ensure we maintain our standard of professionalism.

Additional information

In addition to manuscript submission, the following information needs to be provided:

Book cover information (title, subtitle, author name, back book description, author information, if desired)

Any design suggestions

Book endorsements (if desired)