Printing Your Ch. B Short Story Anthology
Director's Responsibilities

I'm excited to help you get your student's Short Story anthology printed in a professional manner!

Students/Parents can send me files on slack, drop box, google drive, or via email. Have students copy their parent and tutor on any communication with me! This keeps you, the director, and the parents in the loop!

Timing

- Plan on 1 week for me to work on the book after I've received all the files.
- Then you, the director/tutor will need to review the PDF proof of the book.
- It takes 1 - 2 weeks for shipping after the proof is approved!

So, all the files need to be turned into me 3 weeks prior to when you want the books in your hand.

Here's a list of things you'll need to do:

- ☐ Be sure to communicate all this with your students and ensure students have their work turned in by the deadline you set.
- ☐ Determine **Title** and **Subtitle**.
- ☐ Determine **physical details**: Size, color or Black and white, paper or hardback binding. I usually suggest a 6" x 9" black and white paperback book and they usually, depending on the number of pages. Sample Pricing (May 2025) Without Shipping:
  - 6x9 Paperback, 50lb paper, Color print, 204 pages: $6.48
  - 6x9 **Hardback**, 50lb paper, Color print, 204 pages: $11.64
  - 6x9 Paperback, 50lb paper, **Black and White print**, **102** pages: $2.77
- ☐ Determine finish: Matte or Gloss? (same price)
- ☐ Determine story **order**: I typically put the stories in alphabetical order by author last name.
- ☐ Some directors like to write a little **intro** to the book (optional).
- ☐ **Review** the PDF proof of the book prior to ordering (see timing section below).

- ☐ The director should tally up # of extra books people want to order, collect money, and, when the books arrive, distribute the books.
- ☐ Determine **front cover and back cover**: Will a student draw it? Will AI draw it? What text do you want? (see below for more details)

Cover

- ☐ Cover image may be in color! (there's no discount for a black and white cover) However, it should NOT include the title on the image
  - The image must be at least 1838 x 2775, preferably bigger!
  - If someone is drawing the cover, have him/her contact me with any questions!
- ☐ Back image may also be in color, but should not include the words that I will add digitally. (Maybe you want a photo of the kids?)
- ☐ Text: Please send me the following in a text file format like Word or Pages. I will add the text digitally within the image formatter, so let me know if you have a specific font in mind.
  - Title and (optional) Subtitle- some people like to include the year in their subtitle
  - Cover: Any additional words beyond the Title and Subtitle that you'd like on the cover (eg. tutor name, etc)
  - Back Cover: Look at other books on your shelf for examples of what usually goes on the back.
  - Spine: Usually just the Title and Subtitle with an anthology.

Ch. B Short Story Anthology
Student's Responsibilities

Text Files

- ☐ Each student must send me a final edited version of their short story in a text-based file format. I will not catch any typos, since I'm not going to be reading it closely!
- ☐ Each student should send me a short biography about themselves (more details in guide?) in a text-based file format.

Formatting:

- File Format: I prefer Microsoft Word or Mac's Pages for text. I can usually make a Google Doc work, but you might have to send it a few times.
- Please do **NOT** put a double space at the end of each sentence!!!
- Please do **NOT** put an extra blank line between paragraphs.
- Please do **NOT** indent each paragraph with a tab.
- **DO** put an extra blank line (ie. 2 hard returns) where you want a "scene break." (Short stories don't typically have multiple chapters, but can have multiple scenes.)

Images

- ☐ Each student must send me one photograph of themselves to use for their bio.
- ☐ Each student must send me one image to use at the beginning of their story. I suggest you do NOT have the story title on the story image, since it will already appear right above the image.
  - A square or landscape orientation (as opposed to a portrait orientation) tends to utilize the space better.
  - It's important that you **honor copyright**. As a publisher, I am legally bound to ensure I have copyright privileges to any image you ask me to include. So, please include a short explanation of where the image came from. (eg. I drew this image myself, I created it using OpenArt.ai, etc.)
  - If you downloaded the image from an online source, be sure to let me know where it came from. Public Domain Images are ideal, but some Creative Commons images may also work. Please provide a link to the image online so I can double check it.

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- When searching for images, include the words “public domain image” in your search and then double check that your image is actually public domain.
- If you purchase a license to an image it might not be transferable to me, so please contact me before you do that!!
- AI sites like OpenArt.ai can be a great source of images. Just be sure to look at them closely as AI sometimes includes very strange things!

Formatting:

- Send images separately as JPG, PNG, HEIC or similar file type. (I prefer JPG but can probably convert most file types) Do NOT imbed images within the story.
- JPG Images must be at least 1350 x 1350 (about 1-5 MB each), preferably bigger.
- All images will end up in Black and White (assuming you’re printing a black and white book). I can convert a color image to black-and-white for you, but you might want to do it yourself so you know what it looks like before it is printed.
- Hand-drawn images look best when done with **PEN-** not pencil!
- Images need to be scanned or photographed in high quality light. (If you need, you can give me the paper copy and I can scan the image for you.)