

## What should be included in a Manuscript?

1. Manuscript must include all the sections that must be included in a typical printed book.
  - Pages prior to the Content
  - Content
  - Pages after Content
  
2. What you should include to the pages prior to the Content?
  - Cover page- The name of the book and the name of the author should be mentioned.
  - Half title page- should indicate name of the book
  - Title page- should include name of the book, author and publisher
  - Preface
  - Acknowledgment
  - Table of Content
  
3. Content-includes the chapters of your book. Young/ Adult book must have minimum 49 pages in its content and children's book must have minimum 16 pages in its content.
  
4. What you should include to the pages after the Content?
  - Index
  - Glossary
  - References
  - Afterword
  
5. Manuscript must be typed in A4 sheets and securely bound to prevent the pages from falling off.
6. if it is a children's manuscript the font size must be 16 and if it is a young/adult manuscript, the font size must be 12.
7. The Educational Publications Advisory Board (EPAB) has the authority to reject any manuscript that does not fulfil all the above conditions at the submission of the manuscript.