The following items need to be handed in *at the same time* you submit your manuscript. The majority of the following information will be directly inputted into this document, though there are a few items that will need to be e-mailed separately. Please see succeeding pages for a further explanation of each listed item.

- [ ] Cover imagery
  - [ ] Key scenes/pivotal points
  - [ ] Main character physical description
  - [ ] Setting of the story
  - [ ] Important objects or symbols
  - [ ] Important words or phrases
  - [ ] Other important information

- [ ] Your name as it will appear on the book

- [ ] Title suggestions

- [ ] Professional author photo

- [ ] Artwork relevant to book
  - [ ] Get permissions
  - [ ] Send in pictures
BOOK COVER

We ask that you fill out this form completely. This is your opportunity to give us all the input you can for your cover design. We have a limited amount of time to work each cover and the more information you give us up front the more likely you’ll get the cover you want. If you have more ideas than the spaces provided, please create more bullet points to accommodate your suggestions. Be aware that while we will take your suggestions into consideration and try to honor your requests, Covenant’s professional graphics and marketing teams will make the final decision on each item to give your book the best chance for success.

COVER IMAGERY
Please provide the following information to assist us in developing a cover.

- **Key scenes/pivotal points in the story.** Please provide page number in manuscript. This should paint a picture in our mind of what the scene looks like (time of year, location etc…).
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  - 
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- **Main character(s) physical description** (age, hair color, eye color, facial features, physical build, clothing, etc.). Please be specific.
  - 
  - 
  -

- **Setting of the story**
  - Geographic location: Please be specific
  - Year(s) the story takes place:
    - Season(s) in which the story takes place: Indicate all that apply
      - Spring
      - Summer
      - Fall
      - Winter
  -

- **Important objects or symbols in the story** (e.g. a locket, key, letter). Describe each one. Provide page number in manuscript.
  - 
  - 
  -

- **Important words or phrases (if applicable to the story)**
  - 
  - 
  -

- **Any other pertinent information you feel would be helpful in the cover development**
  - 
  -

- **Are there some national covers in your genre that you feel speak to the same audience as your book?**
  - 
  -
• Are you okay for the main character’s face to be on the cover (However, please realize, if your answer is “No” we may still try some covers with faces as the eye is drawn to the human face)?
• Describe what you might like to see on your cover?

YOUR NAME
Please indicate exactly how your name should appear on the cover. You may suggest the use of a middle name, maiden name, or initial, but Covenant will use discretion in the final version of your name. We will probably use that version of your name for the remainder of your career with us. (This consistency helps establish a readership who knows who you are and what you write.)
Author Name: ______________________

AUTHOR CONTACT INFO
Please provide contact info so that the designer can contact you when they have some cover comps/samples to show you, or if they have questions regarding the cover.
   o Home Phone:
   o Cell Phone:
   o Email Address:

SUGGESTED TITLES
Please submit at least five suggested titles. Titles should encapsulate—in a phrase or two—themes, ideas, or imagery featured in the book.

1. 4.
2. 5.
3. 6.
ADDITIONAL GRAPHICS INFORMATION
Along with the cover ideas you have filled in above, we also need the following items from you if they pertain to your book.

AUTHOR PHOTO
This is a requirement for all authors. Please e-mail a high-resolution, professional-quality digital photo of yourself. This photo will go in the About the Author section of your book. You do not need to submit a new photo for each work; only do so when you wish to update the file. Please make sure the photo fulfills these requirements:
- Professionally shot (please do not send in a snap shot from a family or personal function)
- Photo should be as flattering as possible since this is often the only venue in which the public sees you, and the photo may be used for marketing purposes
- Pose where there are no distractions in the background
- Photo should be at least 300 dpi (your photographer will know what this means)

ARTWORK RELEVANT TO THE BOOK
If you have a work (usually nonfiction) that requires interior images, you will need to work directly with the graphics department as soon as your book is submitted. You will be responsible for finding and sending them all artwork to be included in the interior of your book (unless previously told otherwise by the graphics team).
- Please make sure you keep open communication with the graphics team from start to finish so you can ensure they receive your files and can use them. Make sure they are as follows:
  o jpeg or tiff format preferred
  o 300 dpi for color images
  o 600 dpi for grayscale/1200 dpi for line art
- You may be asked to provide captions for your artwork, so please have ideas on hand
- You are required to contact artists, art galleries, or photo archives to obtain permissions and pay any fees for artwork that requires such. If you have any questions about how to do this, please contact the graphics team immediately.
Obtaining artwork and permissions and working the art into the design of the book is extremely time-consuming. If not addressed early in the process, it can hold up the production of your book because the design needs to take place many months before publication. Stay in touch with your designer so you are aware of all deadlines.