

MANUSCRIPT SUBMISSION INSTRUCTIONS

How to send your manuscript to Booth Ready

At a glance

- Use the secure Dropbox link below — no Dropbox account required.
- Any file size. Any format: .docx, .pdf, .rtf, .epub, or .txt.
- Your upload is private and goes only to Mike. It is not shared, indexed, or made public.
- Confirmation reply within 24 hours; preview returned within 3–5 business days.

The upload link

Open this URL in any browser:

<https://www.dropbox.com/request/554r5wzlgqtos1jx7oug>

On a phone, you can paste the link into Safari or Chrome the same way. The page is a standard Dropbox file request — you will not be asked to log in or create an account.

Step-by-step

1. Open the upload link above in any web browser.
2. On the upload page, enter your first and last name and your email address. Dropbox uses these to label the upload and to send you a copy of the confirmation — they are not added to any mailing list.
3. Click "Add files" and select your manuscript. Multiple files are fine if you have separate chapters, a cover page, an author notes document, or reference images. Wait for the upload progress bar to finish for each file.
4. Click "Upload" to submit. You will see a green confirmation banner. A copy of the receipt is sent to the email address you provided.
5. Within 24 hours, Mike replies from mike@anumber1.com to confirm receipt, note the working title, and outline the next steps. If you do not see a reply within one business day, check your spam folder or email mike@anumber1.com directly.

Preparing your manuscript

- Preferred format: .docx (Microsoft Word). PDFs are accepted but slower to process; .docx allows for cleaner color-coding and inline phonetic markup.
- Include a short cover note in the document or in the file name with: your name, the working title, the genre, target audience, the approximate word count, and the deadline if you have one.
- If chapters are in separate files, name them with leading zeros (Chapter_01.docx, Chapter_02.docx, etc.) so the order stays correct on upload.
- If your manuscript contains foreign language passages, character pronunciation preferences, or place names with unusual stress, jot a quick note alongside the upload — it shortens the Author Questions list.

Privacy & what happens to your file

- Uploads land in a private Dropbox folder visible only to Mike (Booth Ready / 01_Intake/).
- Files are stored in encrypted-at-rest cloud storage (Dropbox Essentials).
- Manuscript content is not used to train any AI model. See the Booth Ready NDA for the full AI processing terms.
- Source manuscript and working files are permanently deleted within 30 days of final delivery.

Trouble uploading?

- Slow connection or very large file (>1 GB): try uploading from a wired connection, or split the manuscript by act/section.
- Browser blocked the upload: use Chrome, Safari, or Firefox. Some corporate networks block Dropbox — try from a personal machine or phone.
- Lost the link: email mike@anumber1.com and Mike will resend it within the day.

Questions or special handling?

Email mike@anumber1.com or use the request form at mikevendetti.com/booth-ready-order/. If you would prefer a fully AI-free workflow, mention it in your cover note and Mike will confirm in his reply.