

## Publishing Program Guidelines and Enrolment Form

Taking a hands-on approach, this program will guide you through a professional quality self-publishing process, including briefing a cover design, typesetting and creating digital files, establishing ebook and print on demand distribution, and the fundamentals of marketing your book.

At the end of the course your book will be available for sale globally in ebook and print on demand formats. *The program does not include the cost of book printing.*

To enrol, you must have a completed, edited and proofread manuscript ready for publication without need of any further edits or changes as of the start of the program. Your manuscript must be primarily text; some B&W photos/illustrations can be included, but this program is not suitable for illustrated or picture books.

You will be required to complete specific tasks at home and by deadline.

**This program includes 7 evening sessions** of either 2 or 3 hours in length:

- Wednesday 26 September, 6:30-9:30pm – note one-week break between sessions
- Wednesday 10 October, 6:30-9:30pm
- Wednesday 17 October, 6:30-8:30pm – note two-week break between sessions
- Wednesday 31 October, 6:30-8:30pm
- Wednesday 7 November, 6:30-8:30pm – note three-week break between sessions
- Wednesday 28 November, 6:30-9:30pm
- Wednesday 5 December, 6:30-9:30pm

\*See schedule for full details

### Program price

**Non-member \$1640 | Member \$1365**

### Pricing includes these external service costs:

Digital conversion	\$90
Print typesetting	\$160
Print + ebook cover design	\$450
ISBNs	\$15
<b>TOTAL</b>	<b>\$715</b>

### Please note

- **The program does not include** the cost of printing your book.
- The cover design costs include up to three proposed concepts, and once a concept is agreed on, up to three rounds of amendments.
- There is an **additional cost** of approximately \$68 for print on demand (POD) distribution: this must be paid on the author's credit card.



### Enrolment Form

1. Complete and sign this enrolment form
2. Submit your completed form to [info@writingnsw.org.au](mailto:info@writingnsw.org.au)
3. Make your payment via phone (9555 9757) or online.

Name			
Address			
Phone		Email	
NSW Writers' Centre member no.			
Book title			
Word count (total number of words)			

**I have read and agree to the terms and conditions (please check):**

- I have a completed, edited and proofread manuscript ready for publication.
- I understand and will ensure that no further changes will be made to the manuscript after the program commences on 26 September.
- My manuscript is not an illustrated or picture book (but may include some small B&W photos/illustrations).
- I will bring a wifi-accessible laptop to each session.
- I have access to a computer with internet connection at home.
- I am computer confident and familiar with Microsoft Word.
- I have an email account and can use an internet browser.
- I have global rights to my manuscript and understand the distribution for my book will be global.
- I have a credit card to pay the \$68 POD distribution costs.
- I acknowledge that in order to successfully complete the course, it is necessary to attend all sessions, complete the homework between sessions, meet production deadlines and follow all instructions.
- I acknowledge that the cost for the cover design includes
  - up to three proposed concepts
  - up to three rounds of amendments to the chosen concept
 and I accept that any additional changes will be charged at an hourly rate.
- I understand that at the end of the program, I will have print and digital files ready for publishing and the tools to arrange the publishing and distribution of my manuscript, but that the cost of printing books is my responsibility.
- I understand that my enrolment is non-refundable, and that if I provide notice of my withdrawal 14 days' or more before the program start date, I can receive a full credit; if I provide between 7 and 14 days' notice, I will receive a 50% credit. Withdrawals in the week prior to the course are ineligible for credit.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## Frequently Asked Questions

### What are the external service costs? What am I paying for?

- **Digital conversion:** Typesetting team takes your manuscript and converts it into an XML-based digital format that can then be used to output different ebook formats that might be needed, including EPUB and MOBI.
- **Print typesetting:** Typesetting team lays out your manuscript as a print-ready PDF, ensuring the book is properly paginated and free of common typesetting issues.
- **Print + ebook cover design:** this is the cost for a professional graphic designer with book industry expertise to produce up to three proposed concepts, and once a concept is agreed on, up to three rounds of amendments. We have negotiated a group discount, giving you a professional quality cover at a better price.
- **ISBNs:** Two ISBNs will be provided per manuscript, one for ebook format and the other for print on demand (POD) format. ISBNs are used to uniquely identify your book to retailers. Their full use and why you need them will be covered in the program.

### Why can't I make changes to my manuscript after the program starts? What if I find typos?

There will be an opportunity to fix *very small single-word typos*. However, changes on a larger scale won't be possible to fix. This is because once a book is typeset, any changes can cause run-on issues to the flow of the pages – these are time consuming and costly to fix. So you must finalise the content of your book *before* starting the program.

### I have two completed manuscripts – can I use both in this program?

The program costs cover the publication of one manuscript only.

### Is there a maximum length for the manuscript?

If your manuscript is more than 200,000 words in length, please get in touch with us to discuss.

### Is there a minimum length for the manuscript?

The minimum length is 30,000 words.

### Can I include quoted material in my book, such as song lyrics?

While you are welcome to include material like this, you must seek and gain permission to use this material before you start the course. Read more about it here: <http://virginialloyd.com/vblog/using-lyrics-or-an-epigraph-in-your-book-curious-about-copyright>

## **FAQs continued**

### **I have images I'd like to use for the cover. Is that possible?**

If you have images for which *you own the copyright* and have permission to use globally for commercial purposes, then it may be possible to use them. However, the program will cover hints, tips and strategies for briefing a successful book cover – if you've already pre-selected your image it may not fit with your cover brief after you go through the program material. You're welcome to bring an image you like, but keep an open mind.

### **Why is the \$68 print on demand distribution fee paid separately?**

The author needs to pay this on credit card because there are ongoing yearly costs for market distribution from the POD distributor.

### **After the program, I'd like to print copies of my book. What is the cost?**

It depends. For a standard 90,000-word book using standard options, the printing cost would be approximately \$8 per copy, not including shipping and handling or any savings based on ordering in bulk.

### **What is your cancellation policy?**

Your enrolment is non-refundable. If you should wish to withdraw, you must inform Writing NSW at least 14 days in advance of the start of the program to receive a full credit. Withdrawals up to seven days prior to program commencement will be eligible for a 50% credit. Withdrawals in the week prior to the program are ineligible for credit.