

Publishing Checklist for Manuscript Submission

Authors and Other Royalty Participants

- Contact information** such as address, phone number, and e-mail address that will be used to correspond with you throughout the publication process.
- The **name of each individual or entity** that will receive a portion of the royalties generated from the sale of your published book.
- The **type of royalty participant**, such as author, co-author, agent, corporation, or organization.
- The **primary contact** for all publishing correspondence.

Author Biography

- An **author biography** to be included in your book, placed on the iUniverse Web site, and provided to book wholesalers and retailers.

Information about Your Book

- The **title**
- The **subtitle** (optional)
- The **author name** exactly as it should appear on the cover of your book. If applicable, enter a pseudonym or pen name.
- A **co-author** name, if applicable, exactly as it should appear on the cover of your book.
- Additional copy for front cover** should be added only if appropriate.
- A **book description** consisting of approximately three to four paragraphs describing the overall content of your book. This is intended for reference only and will not appear on the book.
- The exact name of the **copyright holder**. If you wish to publish under a pseudonym or pen name, list your pseudonym as the copyright holder so that your true identity does not appear in the copyright notice and remains anonymous.
- Original year of copyright** and the years of publication of any subsequent editions that appeared on the copyright page of the book. For new manuscripts, use the current year. **Note:** iUniverse places the proper U.S. copyright notice in the front of each book but does not register the copyright on behalf of the author. It is the author's choice and responsibility to register the book with the U.S. Copyright Office.

Marketing Copy

- The **keynote** or "elevator pitch" that consists of one or two sentences (25 word-count limit), which succinctly tell readers what the book is about and why they should buy it.
- The **back cover copy**, a brief overview of the book that entices the reader to browse and purchase the book. The ideal length should be 150 to 200 words.
- Key search words** that will help people find your title through retail outlets.

Target Market

- The **target age group** for your primary readers.
- The **genre**: fiction, nonfiction, or poetry.
- The **category** of your book, chosen from a list of general topics.

Photo and Illustration Files

- The **cover photo and illustration files** that will be uploaded for the cover of your book, including the exact credit lines. The uploaded file will either be the exact design that should be used for the front cover; a file to be used as the illustration on the front cover in a design created by iUniverse; a file containing samples of artwork for reference ONLY and iUniverse will create a new illustration for the cover; or a general idea for the cover with no provided artwork that iUniverse designers will use for reference ONLY.

Note: If someone outside of iUniverse has designed your cover, please be certain to include the name of the designer and any credit information, in case it becomes the final design for your book.

Caution: iUniverse cannot use images without permission from the original artist.

- An **author photo** for use on the back cover; note that photo placement may vary for each book.
- The number of **interior graphics** (photographs and illustrations) that are to be included in your book.

Note: Book cover illustrations (for both the front and back covers) and the author photo are included in the base price of your submission. If you only plan to submit cover illustrations and the author photo, then choose "None." Interior book illustrations require an extra charge of \$100 for 1–25 graphics and \$200 for 26–50. If you have more than 50 interior illustrations, please contact Submission Inquiries for more information.

Find and Upload Your Files

- A completed **manuscript** in Microsoft Word or Word Perfect format with at least 10,000 words or 48 pages (104 pages for a hardcover edition). Must be submitted as a single file.
- Cover design** photo and illustration files, which must be in the TIFF (.tif) file format, in CMYK, with a 300-dpi resolution and matching the dimension of the final trim size plus a 1/8" bleed on the top, right, and bottom sides. It is not advisable to use borders on your cover. *Not applicable to Fast Track.*
- The **author photo** in the TIFF (.tif) file format, in CMYK, with a 300- to 600-dpi resolution and a 2" x 2" printed size. Optional for Select, Premier, and Premier Plus. *Not applicable to Fast Track.*
- A separate file for **each photo or illustration** that will be placed within the interior of the book. Each file should be in the TIFF (.tif) file format, in grayscale, with a 300-dpi resolution, and be placed in your manuscript exactly where you want it to appear. *Not applicable to Fast Track.*

Royalty Allocation Information

- The **Social Security Number** or **Tax Identification Number** for each royalty participant listed in Step 1: Authors and Other Royalty Participants. Required for U.S. residents only.
- The **percentage of royalties** each individual or entity should receive.
- The **direct deposit** option, if the participant wishes to receive royalty payments via direct deposit (ACH Credit). Pertinent direct deposit information will be gathered after the submission is complete. This option is available for use with U.S. banks only.

Additional Publishing Services

- Optional **editorial** services.
- Optional **book marketing services**.
- Optional **hardcover edition**.
- Optional **OCR**.

Your Publishing Agreement

- The **publishing contract** associated with the publishing package you have selected. In order to continue with the next phase of publication, you will need to accept the contract by checking the box located below it, and typing in your name and the date of acceptance. Please print a copy of this contract for your records.

Billing Address

- Your correct **billing address**.

Payment Information

- An **order review**. Confirmation of other editorial and marketing services purchased by clicking on the Additional Services link.
- The **promotional code** that applies special terms, if any, activated by clicking the Validate button.
- Credit card information** including type, number, and expiration date to complete your payment.

Confirmation/Receipt

- A **receipt page** that can be reviewed and printed. You will also receive an e-mail containing your confirmation information.
- A **myUniverse link**, provided to log in to your account. Once logged in, you will be prompted to complete any additional information necessary for the publishing program you have selected.