



preparetopublish

design & content | print & digital

Terms & Conditions for Authors

Definitions:

The Company is Prepare to Publish Ltd, registered in England and Wales (No 07702884).

The Author is you, the client of these services.

The Development Editor, Copy Editor and Proofreader are either staff members of the Company or suitably experienced freelancers, vetted beforehand by the Company.

The Manuscript (MS) is the Author's text as submitted and subsequently worked on by the Company.

The Book is the result of the Company's work, supplied as digital file(s) suitable for digital distribution or printing depending on the services selected by the Author.

EDITORIAL STANDARDS & PROCESSES

Development editing

- The development edit focuses on issues such as plot development, characterisation and points of view for fiction, and coherence and structure for non-fiction.
- The Development Editor will have an initial discussion with the Author by email or phone, and provide a report and/or a marked-up Microsoft Word document with their responses and suggested changes to the manuscript.
- After the Author has altered the Manuscript in response, the Editor will review one further version of the MS and supply any further comments.

Manual copy editing

- Copy editing focuses on issues of style, consistency, and linguistic and factual accuracy within the text.
- If the copy edit follows on from the Company providing a development edit, the Author and Development Editor must both confirm which is the correct version of the Manuscript to work on.
- The Copy Editor will make their suggested corrections and provide any additional comments using Microsoft Word's 'track changes' feature. The Author will then be asked to review these suggestions and respond accordingly.
- The Copy Editor will then review any new material added by the Author and respond as necessary. This will not include a second reading of the entire text.

- The copy edit will conform to the Company's standard house style unless a different style has specifically been requested by the author. A copy of the Company's house style is available on request. In the event of any questions, the Copy Editor will refer to The New Oxford Style Manual or the Chicago Manual of Style for UK or US English respectively.
- The Copy Editor will edit the Manuscript in consistent UK or US English according to which has been supplied by the Author and not attempt to change one into the other unless, for example, specific textual instances necessitate it.

Automated report

- The bespoke automated text report provided as part of the Fast Track package details likely inconsistencies in word usage (such as hyphenation, US/UK style etc), as well as providing useful statistics about the text and listing frequent words and phrases, including common clichés and redundancies.
- The Author remains responsible for running their own spelling and grammar checks on the text.
- The Author will be invited to submit a revised text in response to the automated report – the Author is responsible for any changes made.

Typesetting & design

- The Author's Manuscript will be converted into EPUB and MOBI formats for ebook distribution – the Company will check that the file is correctly viewable on standard devices such as Kindle, tablet and smartphone.
- For print editions the Author will be given a choice of templates according to the package chosen, or the option of paying extra (Professional package only) for a bespoke design. The Company will ensure the book meets professional print quality standards.
- If the Author supplies images which are not suitable for technical or legal reasons, the Company will notify the Author and the Author will have the opportunity to replace them.
- The Author is responsible for the quality and legality (including copyright permission) of any images supplied to

the Company. All images for use in print will need to be at least 300dpi resolution.

- Images may be line art, colour or greyscale, although colour will affect the options available for print editions – the Company will advise the Author on this.
- The Author will have the opportunity to present one round of corrections to the typeset book which will be made at no extra charge.
- For cover designs, the Author will be invited to suggest ideas, and in the case of the Fast Track and Polished packages, the Company will provide three designs for the author to choose from. For the Professional package, the Company will work more closely with the Author and provide three unique designs.

Proofreading

- Proofreading is provided as part of the Professional package only, and is undertaken after typesetting. The Proofreader will read the whole Book and mark corrections to textual or formatting errors, and make these corrections.
- The Author will then have the opportunity to present one round of further corrections should they wish to. These will be corrected by the Company.
- Further rounds of corrections and/or proofreading for other packages are only available subject to an extra charge by the Company, by agreement with the Author.

Marketing

- All marketing packages include broadcasting details of the Author's Book through the Company's partnerships with shoutmybook.com and whatshouldireadnext.com – these have combined potential audiences of hundreds of thousands of readers, but the Company is unable to guarantee specific numbers of sales as a result.
- For the Professional package, the Company will also provide a press release and distribution via PR.com.
- The Author is responsible for further marketing of the Book. The Company can provide suggestions for suitable routes to take on request.

FURTHER TERMS OF SERVICE

- The Author must supply the Manuscript as a Microsoft Word file unless otherwise agreed with the Company.
- The services provided are also subject to the package constraints listed on the Company's website, notably:
 - Fast Track level books can contain up to 5 images, with no limit on word count
 - Polished level books can contain up to 10 images, and must be between 50,000 and 100,000 words in length (up to 150,000 words subject to extra charge)
 - Professional level books can contain up to 25 images, and must be between 50,000 and 100,000 words in length (up to 150,000 words subject to extra charge).
- All packages are subject to a 50% deposit payable in advance, with the balance due on completion of the project. The Company will invoice the Author for the balance, and provide a receipt after payment if requested.

The final files for the Book will be provided when the balance has been paid.

- The Company will provide the Author with advice as necessary but subject to availability. Priority will be given to Professional level clients.
- The Author is responsible at all times for any legal permissions or rights needed for the Manuscript and any images supplied, and for ensuring no material is defamatory or would infringe any other law. The Copy Editor may advise on issues such as copyright and libel, but the Author remains legally responsible at all times.
- Any additional services required by the Author and not listed above should be agreed between the Author and the Company beforehand and will be subject to an hourly charge by the Company of £30 per hour (including VAT where applicable).
- The Company will discuss the timescale for the completion of the Book with the Author; this will depend on the services being provided.
- While the Company strives to maintain high standards, no Editor or Proofreader is able to guarantee 100% accuracy in the Book.
- The Company reserves the right to list the Book in its portfolio and/or marketing activities.
- The Author is responsible for sending copies of the Book to Legal Deposit Libraries where required, unless the Company is publishing the book on behalf of the Author as part of the Professional package.
- The Company will treat the Manuscript and all communication as confidential. The Company will store the Author's contact information as well as the files for the Manuscript and Book securely, subject to the Company's privacy policy at its website.
- The Company is VAT registered in the UK (No 215373622) and is responsible for the payment of VAT where applicable. All prices quoted include VAT where applicable.
- The Company reserves the right to decline to work on a Manuscript – in this event, the Author's deposit will be refunded in its entirety. The deposit will not be refunded if the Author does not meet these terms and conditions or withdraws the Manuscript or Book after work has begun.
- The deposit must be paid by debit or credit card through the Company's website – no card details are visible to or stored by the Company; the transaction is handled by Stripe. The balance can be paid by debit or credit card, by PayPal or by BACS.
- In the event of unforeseen circumstances, the Company will advise the Author and try to find an alternative solution to complete the Book. If the Author or the Company is the victim of force majeure, liability and obligation may be cancelled.
- If the Author has a complaint, they must raise it with the Company as soon as possible, and the Company will endeavour to resolve the situation. Prepare to Publish Ltd is a friendly business and we strive to provide satisfaction.
- Repeat clients will be entitled to a discount subject to discussion between the Author and the Company.

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