

# Publish Your Own Book. . .

Griffith Publishing provides personalized publishing services to authors who choose to publish their own books. Every book is a custom job. We do not use templates or clip art or hire low-wage helpers to put your pages together.

This packet was prepared for the author who needs developmental editing because the book may be too bulky, out of synch with the age level of the target reader, too technical, poorly organized, or not up to your standard in some other way.

We offer only thoughtful, one-on-one consideration of the words for your book needing developmental editing.

Authors who need developmental editing may also choose cover and page design, indexing and illustrations, printing and binding to bring their book to market.

You can be assured of the finest professional book production services available anywhere at Griffith Publishing.

**“With Griffith Publishing it’s a better book”**

# Why choose Griffith Publishing?

Developmental editing fees are higher than regular book editing. At Griffith Publishing we give regular book editing a Level 3 label and developmental editing a Level 10 label. In other words, instead of a fee of \$4 per \$300 words, your developmental editing fee with us will probably be between \$8 and \$15 a page. Watch out for so-called bargains in developmental editing. Too many publishing services run a spell-checker or grammar software, and that's fine, but it's not editing and certainly not developmental editing.

You should choose Griffith Publishing because we stretch ourselves to give your manuscript the best treatment possible and spend the time and effort it takes for thorough and effective work. You are in charge of your book every step of the way, and we send you frequent updates to show you what we've done since our last report. We listen to your objections and take your suggestions seriously, but we argue in favor of clarity and simplicity.

Consider us your coach, your producer, your adviser, your consultant. But it's your book. When quality matters, choose Griffith Publishing.

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- ◆ Years of experience (since 1988) producing books for authors
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- ◆ Reasonable prices for quality workmanship
- ◆ Personal attention every step of the way
- ◆ Scheduling to meet your time requirements
- ◆ Ongoing advice and suggestions about marketing and selling your book

## **You are the publisher**

You become an independent publisher when you assume financial or marketing responsibility for your book. You may go on to write and publish other books or invite other authors to self-publish with you under your new firm's umbrella. Or you may focus exclusively on your own book. Once you have invested in your publishing project, you are an independent publisher. Use this title with pride to distinguish yourself from writers who do not publish.

## **How do we work with you?**

We start by evaluating your manuscript to be sure your book meets our company's standards for content, writing style, and marketability as well as our production schedule. We let you know

as soon as possible if we are not able to accept your book, and you will be reimbursed in full for any payments you have made. Once your book has been accepted, the production schedule generally works as follows, assuming that the final manuscript will have about 60,000 words and that sufficient information is available to us when we start working on your book.

**Phase I. Scope and Purpose. 1-4 weeks.** We take your statement about the scope and purpose of your book seriously. Our first step is to eliminate all the material in your book that we feel does not support your book's overall scope and purpose. We also work with you to identify the strongest parts of the book and the sequence for dealing with key points.

**Phase II. Editing and Approvals. 4-12 weeks.** This is the heart of the process. We work on your book from one to five or more hours a day until we have the first draft. We send it back to you and wait to hear what you think about it. After we discuss what should happen next, we develop the second draft. If the author is unhappy with the book after two full drafts, we usually negotiate a new agreement or modify the schedule.

**Phase III. Production. 4-8 weeks.** Once you have approved of the text, your book is ready for page and cover design and then printing and binding. Our books are printed only by reputable companies specializing in the printing and binding of books. Hard cover or full-color books require additional time. When your book goes to the printer, we will give you a schedule for its completion so you can plan your book launch activities.

# Other services we offer

## Web design

We can set up a web page for you that is fully owned by you or that is an add-on to our web site. If you design and maintain your own website, we will provide links from our sites to yours.

## Editing

You can also submit your manuscript to us for editing only. Editing fees are based on the number of words and the level of editing required, from “light” to moderate editing, developmental editing and rewriting.

## CD preparation

We can prepare your book as an e-book available online or on a hand-held computer. We can also produce a professionally edited and narrated version of your book, including package design.

## Ghostwriting

We offer professional ghostwriting services to meet your requirements and your schedule. Ghostwriting usually involves a one-hour telephone visit once a week for six to twelve weeks with continuous review and cooperation on the resulting text. You are the author of record, and the book reflects your perspective, your thoughts, your information. We help you put your concepts into words.

## Marketing materials

We can work with you to develop a comprehensive marketing plan for your book and can produce bookmarks, postcards, fliers, press kits, and other materials you need to market your book.

# **GRIFFITH PUBLISHING**

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# Request for Developmental Editing Proposal

**Please complete the following:**

**Date:** \_\_\_\_\_

Your name (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ Email: \_\_\_\_\_

Type of book (check one):  Fiction  Non-fiction  Other: \_\_\_\_\_

Topic of your book: \_\_\_\_\_

Approximate number of words you want in the completed manuscript: \_\_\_\_\_

Approximate number of words you have written in the manuscript so far: \_\_\_\_\_

Describe your book in a few words in terms of...

Purpose

Content

Prospective reader

Why do you feel the book needs developmental editing?

I request pricing information and a written agreement for the developmental editing of my book based on the details I have provided. I understand that I am under no obligation to accept any proposals that Griffith Publishing sends me and that Griffith Publishing may not be able to accept my project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail this form to the address below or call us at 208 454-9553**

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