

# **A Ghost for Your Book. . .**

Griffith Publishing provides personalized writing and editing services to authors who need full involvement by a writer experienced in preparing text. Every book is a custom job. We do not use templates, quote copy from existing sources as your own, or hire low-wage helpers to write your book.

This packet was prepared for the author who needs ghostwriting support because of the author's limitations in time, language, or writing skills. We work closely with you in writing and rewriting the text for your book.

Authors who turn to us for ghostwriting may also choose cover and page design, indexing and illustrations, printing and binding from us 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?

Don't opt for ghostwriting unless you are prepared to spend time reflecting your thoughts, reading many versions of the book, and digging up facts and perspectives to complete the book.

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Once you have determined that you need ghostwriting, consider Griffith Publishing first because we are driven by standards of honesty that will keep all of us out of trouble with the law. 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. When the book is completed, you own the copyright and all rights and profits related to it. It's your book.

Consider us your coach, your adviser, your consultant. When quality matters, choose Griffith Publishing.

## **With Griffith Publishing you benefit from—**

- ◆ Years of experience (since 1988) producing books for authors
- ◆ Superior editing, cover, page design, typographical, and indexing skills
- ◆ 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 ghostwrite for you?**

We start by evaluating the details you provide about your book to be sure it meets our company's standards for content and marketability as well as our writing and editing 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 writing 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. Review of Materials. 1-4 weeks.** For how-to, patient education, or historical books we like to receive seven times as much material as we can write into your book. For personal interview-based books, we need to talk to you by phone at least once a week to obtain a broad perspective.

**Phase II. Content Development. 4-16 weeks.** For most of our ghostwriting books, we spend an hour a week on the phone or in person with the author obtaining information and clarifying points for the book. If the author has provided sufficient information, we review it and organize the book by chapters, pointing out facts and fill-in information we need. By the end of this time we present the first draft of the book for your review.

**Phase III. Fine Tuning. 4-8 weeks.** This is when we add more illustrations or rewrite key passages, make sure sentences and paragraphs are clear, revise the order of items as needed to assist with text flow, and send you as the author repeated versions of the book until we are both satisfied with it.

**Phase IV. Production. 4-10 weeks.** If you would like Griffith Publishing to design and produce your book for you, ask for a price proposal and a written agreement. Since we format the book for publishing as we write it, you will save considerable funds on page design and formatting costs.

# 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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