



*“Your Supported Turnkey Partner in Publishing”*

**If you have a manuscript that you would like to submit (even though a manuscript is not required), please adhere to the following checklist:**

### **Checklist for Manuscript Submission:**

Following is a list of information and materials you'll be asked to provide with your manuscript as part of the submission process. Compiling the following material in advance will make the submission process easier and faster.

#### **Customer Profile**

**Contact information** such as address, phone number, and e-mail address that will be used to correspond with you throughout the publication process.

#### **Authors and Other Royalty Participants**

- Name of each individual** or entity that will receive any 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** that will be used for all publishing correspondence.

#### **Author Biography**

An **author biography**. This will be included in your book, placed on the R&R Web site, and provided to book wholesalers and retailers.

#### **Information About Your Book**

- Title** (working title is fine)
  - Subtitle** (optional)
  - The **Byline** (optional) lists the author's name exactly how it will appear on the book and may include credentials, affiliations (usually for nonfiction titles), or previous titles. For example: Chief Clinical Psychologist, City University Hospital; or, Author of *The Spell Cast by Remains*.
  - Bullet Points** (for nonfiction, optional) Key words, phrases, or even short chapter titles from the book that detail the contents in an easy-to-read format. For example:
    - o Enjoy your job
    - o Relieve stress
    - o Live a healthy lifestyle
    - o Exercise
    - o Improve your memory
    - o And much more
  - Co-author name**, if applicable, exactly as it should appear on the cover of your book.
  - 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, use 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.
- Please note: R&R places the proper U.S. copyright notice in the front of each book but does not automatically 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. R&R offers that service, but it is not a standard service.*
- Number of **interior graphics** (photographs and illustrations) that are most likely to be included in your book. *Please note: Book cover illustrations (both front and back covers), the author photo, and five interior graphics including text boxes are included in the base price of your submission. If you only plan to submit cover illustrations and the author photo, then choose "None" as your selection. Interior book illustrations require an extra charge of \$100 for 6–25 and \$200 for 26–50. If you have more than 50 interior illustrations, please contact us at [Patricia@RobertsRossPublishing.com](mailto:Patricia@RobertsRossPublishing.com).*

None \_\_\_\_\_

6 to 25 \_\_\_\_\_

26 to 50 \_\_\_\_\_