



The IHP Publishing Process Explained

Step One: Interested authors begin a conversation with us through the Submit a Proposal form on the homepage of illativehousepress.com. Once the form is received, the IHP executive team will evaluate the proposal and correspond with the submitting author regarding a decision about bringing the title into the IHP family. Proposals will receive a decision within two weeks from the date of submission. All proposals will receive a response. If the proposal is accepted, the author will move to the next step in the publishing process. If the proposal is not accepted, the author will be encouraged to resubmit after considering the executive team's detailed recommendations for improving the proposal.

Step Two: Once an author's proposal is accepted, a contract will be offered as follows:

- The author(s) agree to publish the work with IHP and keep the work with the IHP family for a period of five (5) years from the date of publication.
- During those five years, the author will be compensated as follows:
 - All authors will receive an advance in the form of the cost of securing a print and digital ISBN, a cover barcode, layout, final editing (to include the cover), creating a digital flipbook sample of the work, and a social media launch on Facebook. The total amount of the advance will be calculated based on costs associated with each aspect of the advance and a detailed summary will be provided to the author. IHP does not charge above the actual costs incurred with each aspect of the project's preparation. In addition to whatever market prices are at the time for the ISBNs, cover barcode, digital flipbook sample, and social media launch on Facebook, the following rates are currently used to calculate layout and final editing: layout @ \$25 US per hour; final editing @ \$25 US per hour.
 - An example of an author advance based on average current costs for a 100-page book is as follows:
 - 2 ISBNs (one for print version and one for digital version) @ \$50 each = \$100
 - 1 Cover Barcode (only used on print version) = \$25
 - 1 Digital Flipbook Sample = \$50
 - Social Media Launch on Facebook = \$50 (5 days @ \$10 per day)
 - Layout = \$125 (5 hours @ \$25 per hour)
 - Final Editing = \$125 (5 hours @ \$25 per hour)
 - TOTAL AUTHOR ADVANCE = \$475

- Until the author advance is recovered by IHP, 90% of the profits from sales will go to IHP and 10% will go to the author.
- Once the advance is recovered, IHP will receive 50% of the profits and the author will receive 50% of the profits.
- If the author agrees to keep the work with IHP after the five-year period, they will be able to renew the book's contract on an annual basis with 30% of the profits to IHP and 70% of the profits to the author.
- All profit calculations are based on net of profits earned after distribution costs charged by marketing channels.
- All IHP authors are considered independent contractors and are responsible for all taxes related to the profits they receive.

Step Three: Once the contract is accepted by both IHP and the author, the author will provide an edited manuscript to IHP according to the date established in the contract. Authors are required to either use professional editing software (e.g., Grammarly) or have their manuscript professionally edited (the name and contact information for the editor must be provided to IHP, and the editor will send an edited copy of the work directly to IHP).

Step Four: Once the manuscript is finalized and the book is ready for release, the author will receive a print copy, a digital copy, a digital flipbook sample, and the book will be released and promoted through the IHP website and other social media, Amazon.com, and other relevant outlets as available. The IHP website and Amazon.com are the primary means of purchasing copies of the author's book. The author may purchase bulk copies (25 or more) from IHP at a 20% discount.

Step Five: Author royalties are paid every three months from the date of publication. IHP is the sole determiner of the selling price of the books brought into its family, and the author will know what amount they can expect to earn per sale. When royalty statements are issued to the author, a detailed explanation will be provided of how much of the author advance has been recovered by IHP and what the author payout is based on total sales by category of books sold.