

IMPORTANT INFORMATION

As Incunabula is not a big publishing company with hundreds of employees and a huge budget, I'm having to impose the following conditions on submissions for publication;

For all standard novels / poetry books we need your material to be sent to us using the following specifications;

Please set your page size to

15.24cm X 22.86 cm

Margins

2cm top, 1.5 cm all others.

Guttering 0.4cm - mirror margins.

Spacing;

0 cm before and after

0.4 cm first line indentation.

Please make sure all chapters and sections (including TOC and introductions) use 'section breaks' to keep them from sliding around.

Please do NOT do the following;

Insert double spacing after full stops / periods.

Use the space bar to indent opening lines of paragraphs.

If you are using images in a Word document, please make sure they are anchored. Resolution for internal images at least 100dpi.

If the book is image heavy, please do NOT use Word to create it. There are software packages designed for this which do the job properly, eg InDesign.

I no longer have time to spend on reformatting people's books. Big publishers have people employed to do this, and in some cases I've encountered, even refuse to look at a book submitted improperly formatted. I'm afraid I'll be forced to send it back, even if I like it, and ask you to resubmit it formatted.

The PROOF stage is for picking up errors. Only that.

It's not the time to decide to make creative changes to your book. If you decide to do that, the book will be withdrawn from our schedule and you will have to resubmit it. If I still want it, it will go back in the queue at the end – the queue is pretty long atm. I'm actually booked up to the end of the year.

Royalties and author copies.

I'm having to cut back on author copies. I will now be able to supply two (2) copies on publication (not counting the proof copies), but will offer every author the option of buying copies at cost price (printing cost plus postage), that they can give away or sell at whatever markup they decide.

Royalties;

I give each author 60% of the net profit from the sale of each book, which can vary depending on the sales outlet. These are paid directly to them via PayPal at the end of each accounting period. I will provide reports on request. I find this way, with money going directly from point-of-sale to the author and not going via my bank account, saves on transferring costs.

I hope this doesn't put people off – this is something I have to do if I'm going to be able to continue publishing books at all.

Please contact me if you have any queries about the above.

