



# Guidelines for Independently Published Author Book Submissions

At Island Booksellers, we are proud to carry a wide and growing selection of books by Virgin Island authors—both titles from established publishing houses and those independently published by authors themselves. Supporting local voices is central to our mission.

To be respectful of authors' time—and to ensure a thoughtful and manageable review process—we have established the following guidelines for authors who would like us to consider their books if not handled by established publishing houses.

## Criteria for Consideration

**Island Booksellers accepts submissions only from independently-published authors with a demonstrated connection to the USVI -- either through residency, Virgin Islands heritage, or book subject matter directly related to the USVI.**

To be eligible for review, all submitted books must also meet the following standards:

- Clean, professional presentation that supports successful merchandising, including title and author clearly printed on the spine for easy shelf identification.
- Limited use of AI-generated cover art or illustrations.
- Well edited and free of grammatical and spelling errors.
- Professionally formatted interior layout and durable binding.
- Scannable UPC/ISBN barcode printed on the book.
- If selected, the author must arrange delivery of books to Island Booksellers, either by mail/courier (*at the author's expense*) or by hand delivery.

If your book meets these criteria, we would be happy to review it. Please note that meeting these standards does not guarantee acceptance. Island Booksellers selects books based on what best fits our curated collection, our limited shelf space, and what we believe we can successfully sell to our customers. A decision not to stock a particular title is not a reflection of the quality of the work, but rather an assessment of current fit and anticipated demand. In this case, your book may still be a good fit for our **Independently Published VI Authors Day**, held annually in the fall, and we will discuss that with you too if we think your work might be better suited to that option.

You will be notified of our decision within four (4) weeks of dropping off your review copy.

## Submission & Review Process

If you are interested in having your book considered for stocking at Island Booksellers, your book must meet the criteria above before it will be reviewed by our team.

Authors whose books meet these requirements should drop off **one physical review copy** at the bookstore **between 11:00 a.m. and 4:00 p.m. on Mondays or Fridays**. You may also mail your review book to: Island Booksellers, 9800 Buccaneer Mall, Suite 37, St. Thomas, VI 00802. All submissions must also include a **brief cover letter** containing:

- Contact information (full name, physical address, phone number, email address)
- Recommended retail price
- Brief author biography, including connection to the USVI
- Brief summary of the book, including its connection to the USVI
- A brief description of how you plan to promote your book's availability at Island Booksellers
- A brief description of where else your book is currently being sold (and at what price point)

The review copy becomes the property of Island Booksellers once received by us. If we determine that we are unable to stock your book, you may retrieve the review copy upon notification. Review copies not picked up within seven (7) days of notice will be recycled. We do not mail the review copy back to the author.

## Pricing & Purchasing Terms

If your book is selected, we will discuss a direct wholesale purchase of an agreed-upon initial quantity of books. Our minimum required discount is 40% off the recommended retail price, meaning the author will receive no more than 60% of retail per unit sold to Island Booksellers. The retail price must allow for this structure while remaining competitive for our customers.

If your book is not selected for immediate sale (in which case we advance purchase), but rather for Independently Published VI Authors' Day, we can discuss a consignment arrangement (but again, any review book provided the store must still be picked up within one week of notification, because our space is so limited).

**Thank you -- we appreciate your interest and look forward to reviewing your work!**