



A Guide To
Publishing Your Book
With KidPub Press

Introduction

Thanks for your interest in publishing with KidPub Press. We hope that this guide will answer your questions about how to submit your material, and what to expect. You can also send us a note at any time at books@kidpub.com.

What Is the KidPub Publishing Program?

One of the most common questions we've received at KidPub over the years is: Do you publish books? Until now it has been very expensive to create and publish a book, and nearly impossible to sell the book in popular bookstores. We are fortunate to have found the perfect partners to work with to help us create a publishing package that is within the reach of kids and their parents. Our goal is to help you publish your book in paperback form so that you have real books to give to your family and friends, and to offer the book for sale on both KidPub and Amazon, where you as the author have the opportunity to earn royalty payments on every sale.

Here's the program in a nutshell:

- Your manuscript is professionally edited and laid out
- We work with you on a full-color cover design
- Your book is printed in paperback form
- Five copies of your book are delivered to your home
- Press releases are sent to news media and bookstores in your area
- Your book is sold on Amazon.com, the world's largest bookstore, and on KidPub.com, the world's largest writing site for kids
- Your book is listed in *Books In Print*, available to bookstores around the world
- You earn royalties on every book sold...many authors earn enough to pay for publishing
- You may purchase additional copies at any time at a discounted price

Pricing

You pay just \$249.95, which covers editing, cover work, packaging, printing of your book, five copies delivered to your door, marketing with press releases, registration with *Books In Print*, and a sales page on Amazon and on the KidPub Bookstore. You may pay by check or securely online with a credit card.

Note: If your books will be delivered to an address outside the United States, there is an additional \$25 fee to help cover postage.

Extra Copies

At any time after publication you may order extra copies of your book for \$6.95 each, plus shipping. If you order extra copies at the same time that you order your publishing package, shipping is free.

Earning Royalties

Once your book is published, it is placed for sale on Amazon.com and KidPub.com. We set the selling price according to the size of the book and its cost to produce. For a book between 50 and 150 pages, the selling price is typically between \$12 and \$14.

You earn a percentage of each sale, which is different depending on where the book is sold:

- Books sold through an online store such as Barnes and Noble earn 10% royalty
- Books sold on Amazon.com earn 15% royalty
- Books sold on KidPub.com earn 20% royalty

Here is an example: Let's say your book sells for \$12.95.

	Selling Price	Your Royalty
Amazon and Target	\$12.95	\$1.94 (15% of \$12.95)
KidPub	\$12.95	\$2.59 (20% of \$12.95)
Barnes and Noble.com	\$12.95	\$1.30 (10% of \$12.95)

Bookstore Sales

Most KidPub Press books are available to purchase in bookstores in the United States. They typically aren't stocked on the shelf, unless you are a local author, but customers may ask the store to order the book for them, because your book is listed in Books in Print. Our books are also typically available through online bookstores such as Barnes and Noble and Books-A-Million.

We also sell books directly to bookstores and libraries, typically those located in the author's area. Royalties on those sales are paid as 50% of the net sale. Bookstores purchase wholesale from us at a discount; we then subtract the manufacturing and shipping cost and split the result (called the net) with you. Bookstore and library royalties usually come to about 10% of the retail price.

Sales Reports and Royalty Payments

We will send a sales report to you each quarter, usually in the first week following the end of the quarter. It will include the number of books sold at each online store and the royalties that you have earned for that quarter. Royalties are paid out in January, April, July, and October.

How Long Does it Take?

Average projects take about eight weeks from the time we receive your paperwork and payment to when you receive your copies. If your book is long or needs more than a light edit, it might take longer than that. Because there are so many variables in each project, we can't guarantee delivery by a particular date.

Your Book

This part of the guide describes what page sizes to use, and recommends font and other layout options.

What Can I Write About?

We think that kids are incredibly creative. KidPub authors write about just about every topic you can imagine; they write stories, plays, book reviews, poetry, chapter books...it's really quite amazing! Your book is whatever you want. Maybe you have a collection of your best poems to publish? Or a chapter book that you've been working on? A mystery? Jokes? A how-to guide for surviving school? You literally can write about whatever interests you. If you find it fun to write about, your audience will find it fun to read.

Length

Your book must meet the minimum size of 25 printed pages. Generally speaking, there are 250 to 300 words per page, so your material should come to a *minimum* size of between 6,500 and 7,500 words. If your book is not quite that long, we can adjust the font size, spacing, and layout to bring the finished size to 25 pages. Note that a book of 25 pages will be on the thin side.

We normally add about six pages to each book. The extra pages are the half-title page (the page immediately inside the cover), a table of contents, your dedication, and a copyright page. There's also an extra page at the very back with information about KidPub Press.

Poetry is a special case, since it is often printed with wide margins, and a particular poem might be shorter than a single page. If you are publishing a book of poetry, simply lay out your poems in the way that you would like to see them printed, and count the pages.

Margins, Page Size, and Formatting

We will reformat your manuscript during the editing process, so you don't need to worry about setting the margins correctly for left- or right-hand pages, or spacing between paragraphs, and similar formatting. You will get a chance to look at any changes we make and approve them before the book is sent to press.

Binding

KidPub books are perfect bound. This is the typical style of binding that you see on paperback books in your local bookstore; the spine of the book is square. We will calculate the width of the spine, which varies by the number of finished pages in your book. If the number of pages is greater than 110, we will print text on the spine.

File Format

When you send your material to us for publication, it should be in one of the following formats:

- Microsoft Word (.doc, .docx, or .rtf)
- Plain text (.txt)

We prefer files in Word format. If you are sending us a plain text (.txt) file, please make sure that chapters or special page breaks are obvious.

We might make changes to your format, such as changing the font, line spacing, or adjusting page breaks and margins.

Paper

The interior pages of your book will be printed in black ink on white paper.

Illustrations

You may include illustrations on the inside pages of your book. Keep in mind that they will be printed in black-and-white. Photographs will not reproduce well. You can print your illustration on your home printer to get an idea of whether or not it will look nice in your book. We've found that drawings done with markers print best...pencil drawings tend to appear washed out and faded. We can scan your illustrations for you...in that case, send them unfolded in a large envelope to us. We will send them back to you if you want them back at the end of the project.

Make a note in your book as to where illustrations go. You can put a number lightly in pencil on the back of each drawing if you are sending them to us to scan.

Also, be sure that your illustration is free from eraser marks, folds, or other blemishes...they will show up when the artwork is scanned.

Pages in the book are taller than they are wide...your illustrations will fit better on the page if you draw them in portrait rather than landscape orientation.

Questions?

Many of the questions that we've been asked about publishing with KidPub are answered on our publishing FAQ page at www.kidpub.com/kidpub-publishing-common-questions.

If you have a question about your book, or how publishing with us works, just send us a note at books@kidpub.com. We love working with our authors and will be happy to answer any questions you might have.

Cover

Coming up with the design for your cover can be as challenging as writing the book itself! For ideas, take a look at a number of paperback books and see which of their designs appeal to you. You might even ask a friend or family member who is artistic to help. If you get stuck, we can help you with some ideas. About 25% of the covers on our books are done by the author, the rest are designed by our staff. You always have final approval on the cover design.

Front Cover

If you decide to send in artwork, it should be in one of the following file formats:

- BMP
- JPEG/JPG
- GIF
- PNG

Your cover is printed in color on glossy cover stock.

You may use any design that you like for your cover, however keep in mind that simpler is better...a busy cover with complicated art is hard to read. The finished cover size is 6.25 inches wide and 9.25 inches tall, however we often extend the front cover artwork onto the back cover. If you want to draw both the front and back covers, the finished size is 12.5" wide by 9.25" tall.

Cover artwork should not include any text, since we often need to adjust the size or position of cover text.

If you need help with a cover design, send us a few ideas of what you think you'd like the cover to look like, and we'll do some sample designs for you.

Spine

The spine of your book will be printed with the title and author's name, as long as the number of pages is large enough to allow us to fit the text. The color of the spine and its text will match the color on the left-hand side of your front cover. Typically only larger books (140+ pages) will have space for text or artwork on the spine.

Back Cover

The back cover of your book is in a standard format that includes:

- A paragraph about the book itself
- A paragraph about the author
- An ISBN number
- A copyright statement

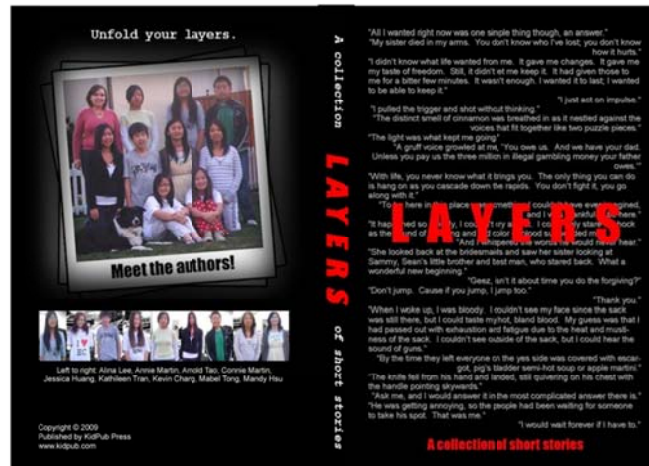
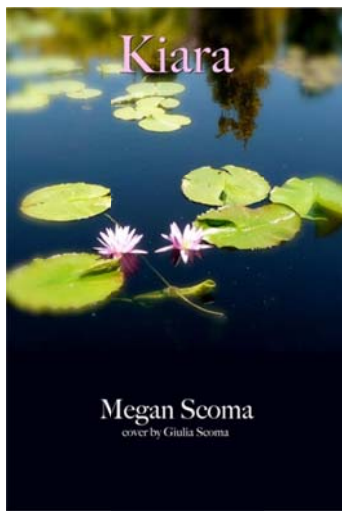
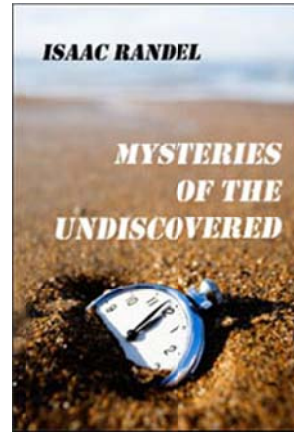
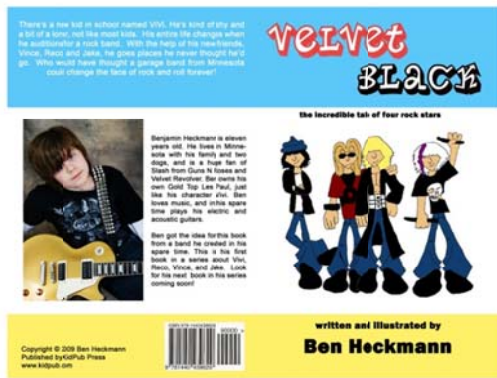
We will ask you to provide the wording for the book and author paragraphs. The ISBN number is assigned automatically at press time.

The color of the back cover will blend with the front cover and spine colors.

Most of our books include a photo of the author on the back cover, so start thinking about what photo you want to use!

Some Examples

Here are a few examples of recent covers on books published by KidPub Press:



When You Are Ready...

Here are the steps to take to get your book published with KidPub. This is what you should do once your material is ready to submit.

1. Read and sign the KidPub Publishing Agreement (on pages 8 and 9). If you are under 18 years old, your parent must also sign the agreement.
2. Fill in the KidPub Publishing Order Form (on page 10).
3. Mail the Publishing Agreement (both pages), the Order Form, and a check for payment for your package to KidPub. You may also pay with a credit card or debit card at <http://bookstore.kidpub.com/publish-your-book>. If you would like to use PayPal, just send us an email and we'll send an invoice to you.
4. Email your book material to books@kidpub.com. We will acknowledge receipt of both your email and order forms. You should email your book and the cover art as separate files.
5. Once editing is complete, we will email a copy of the formatted book to you for your approval. If you have minor changes to make, send your changes, or if not, your approval, to books@kidpub.com. We usually go back and forth two or three times to get the text just right.
6. The cover is handled just like the text; we will create a cover and send it to you for review.
7. After your approval of both the text and cover, we will send your book to press. We order a single copy, called a proof, which we review for quality. It takes about a week to get the proof copy back from the press
8. After we approve the proof copy, we will order your books. Once the books have been printed and received at KidPub, we will ship the number of books that you purchased to the address indicated on your order form.
9. Once printed, your book will be placed for sale on Amazon.com, and on KidPub and you will start earning royalties. We will write and distribute a press release announcing publication of your book. We will also register your book with *Books In Print*.
10. You may order extra copies at any time.
11. Royalty reports are sent out at the end of each quarter along with royalty checks.

KidPub Press Standard Agreement

(Mail this and the next page to KidPub Press)

Author's Name: _____

Book Title: _____

The following is an agreement between the author(s) named above (or their parent if author is under 18 years of age) and KidPub Press LLC (KidPub, the publisher) concerning the book named above, a work written by the author(s).

Author's Grant of Rights

The author grants to the publisher exclusive first publication rights in the work. These rights are assignable and transferrable. The author may publish their book with another publisher if they so choose.

Author's Ownership of Copyright

Copyright in the work remains with the author. KidPub shall include a notice in the work saying "Copyright [year] [author's name]." Electronic pre-press files and other work material will remain the property of the publisher.

Reversion

Publication rights will revert to the author automatically 180 days after such time that the work is no longer listed for sale.

Warranty of Authorship

The author warrants to the publisher that the work is original and that he or she is the sole author and that he or she or his or her parent has full power to make this agreement. The author indemnifies the publisher against any losses and other expenses, including reasonable attorney's fees, after final judgment of any claim or action against any of all of these warranties. In any case the liability to KidPub and its assignees is limited to the price of the publishing package.

Royalty

KidPub agrees to pay the author 10% of the selling price of each book sold through online bookstores, 15% of the selling price of each book sold on Amazon.com and 20% of the selling price of each book sold on KidPub.com, in royalty for as long as the work is listed for sale. When calculating royalty, the

actual price paid for the book at retail will be used. If, for example, the book carries a retail price of \$11.95, but is sold at a discount for \$10.95, the royalty will be calculated from \$10.95.

Royalty payments are made quarterly in arrears in January, April, July, and October. A royalty report will be made available to the author on a quarterly basis.

Royalty payments are made only for sales originating on the KidPub.com or Amazon.com or other online retailers. No royalties will be paid for sales made by the author, or for book copies ordered by the author or by KidPub for inventory.

Royalty for books sold through bookstores will be paid at 50% of the net price to the publisher. Net price is determined by subtracting the bookstore's discount, paper and binding cost, and shipping cost. Bookstore royalties are typically 7% to 10% of the cover price.

Services Provided

KidPub agrees to provide publication services to the author for the book, including light editing and formatting for press. KidPub also agrees to stock and sell the book on the KidPub web site and to coordinate sale of the book on Amazon.com and other online retailers. Any other services not explicitly stated are considered outside the scope of this agreement. KidPub Press reserves the right to decline publication of a book for any reason, in which case a full refund will be sent to the author.

Agreement Date: _____

Author's Signature: _____

If author is under 18 years of age at the time of signing:

Parent's name: _____

Parent's Signature: _____

For KidPub Press LLC:

Perry Donham, President

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KidPub Press Publication Order Form

(Mail this to KidPub Press)

Book Title: _____

Author: _____

Date: _____

Author's mailing address:

Email address:

In addition to the books included in your package, you may order extra copies at \$6.95 with free shipping. You can order additional copies at any time after publication for \$6.95 each plus shipping.

My order:

Publishing package \$249.95

_____ extra copies @ \$6.95 each _____

Please add \$25 for shipping if your books will be delivered
to an address outside the United States _____

Total: _____

Please mail this form, the KidPub Publishing Agreement, and a check made payable to **KidPub Press** (in US dollars) for the amount of your selected package to:

KidPub, PO Box 724, North Attleboro MA 02761

You may also pay with a credit card, debit card, or electronic check. The link to use for credit card purchases is: <http://bookstore.kidpub.com/publish-your-book>. You may also pay by using PayPal, please email us for an invoice at books@kidpub.com.

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