

## SERVICE OPTIONS

The choice is yours.

Select which services you need to complete your writing journey.

Fees are either based on the total word count of your manuscript e.g. editing and proofreading, or an hourly rate e.g. interior formatting and typesetting, or a fixed cost e.g. ISBN and barcode.

Discussion is welcome to ensure you have what you need to achieve your writing destination.

### *EDITING*

#### Structural Editing

Clarifying or reorganizing a manuscript for content and structure. Changes suggested to or drafted for the author. May include negotiating changes with the author. Includes checking or correcting the reading level; creating or recasting tables and/or figures. This includes Copy Editing tasks. It doesn't include the following unless specified:

- research
- writing original material



#### Copy Editing

Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency; clarifying meaning, eliminating jargon, polishing language. Includes incorporating author's responses to queries and checking the input.



#### Proofreading

Checking a manuscript, for any errors in spelling, punctuation, or grammar. Does not include the following unless specified:

- incorporating or exercising discretion on author's alterations.



#### Fact Checking/Citation Checking/Reference Checking

Checking accuracy of facts and quotes by reference to original sources used by the author or to other reference sources.



#### Rewriting

Creating a new manuscript or parts of a manuscript based on content and research supplied by the author. Does not include the following unless specified:

- research
- writing original material



#### Reviews

Additional, if required.



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## *PRE-PRINT*

### Interior formatting option 1: text only

Typesetting the manuscript interior into book format for printing. The manuscript is text-based (e.g. a novel) and does not contain images. Includes two rounds of review and corrections.



### Interior formatting option 2: text and some images

Typesetting the manuscript interior into book format for printing. The manuscript is a mix of text and images (e.g. a coffee table read or self-help book) and contains several images. Includes two rounds of review and corrections.



### Interior formatting option 3: image-based pages

Typesetting the manuscript interior into book format for printing. The manuscript is predominantly image-based pages with some text (e.g. a child's picture book). Includes two rounds of review and corrections.



### eBook formatting and creation option 1: text only

Typesetting the text-based book interior for the creation of an EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.



### eBook formatting and creation option 2: text and images

Typesetting the text-based book interior for the creation of an EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.



### eBook formatting and creation option 3: image-based pages

Typesetting the book interior for the creation of an EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.



### Cover design

Full wraparound cover for print books and cover only for eBooks.



### Pre-print proofing

Post typesetting - checking the format and layout immediately prior to printing.



## *PRINT*

### ISBN

Number only. **NB** each format i.e. print, eBook etc, requires a unique ISBN.



### Barcode

A barcode is not necessary for an eBook. **NB** each print format requires a unique barcode.



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## *POST-PRINT*

### Upload fee of book and/or eBook to IngramSpark

[IngramSpark](#) is used for distribution of books and eBooks to major online retailers such as Amazon, Kobo, iBooks, Barnes & Noble, Booktopia etc. Their upload fee is currently \$49 for a soft cover book plus an eBook.

### Launch & Marketing

Basic marketing advice and media release reviews and assistance with launch preparation (email lists, invites, sourcing a venue etc).

### Website Assistance

Assisting with the set up and creation of an author website using Wix. **NB** this does not include the cost of website hosting above that offered for free by Wix.

### PR for Authors

Providing PR advice and assistance with sourcing channels.

### Project Administration

This is a fee to cover our administration costs, for activities such as ISBN registration, National Library CiP registration, creation of an author page on Footprints Publishing website and project tracking. Assistance with IngramSpark account creation and uploading of books to IngramSpark, if required.

When you have decided on the services you need, please go to the [Footprints Publishing – Service Enquiries](#) to complete the form and submit your enquiry. *We will need to know the total word count of your manuscript to complete a quotation.*

All projects will have a detailed plan, with appropriate milestones, timeframes and scheduled payments. Footprints always aims to have everyone on the same page.

It is important to know at the start if you have a deadline such as Mother's Day or Christmas. We will work back from that date to develop the project plan. If your deadline would be difficult to achieve, we will discuss appropriate options such as delaying some services to concentrate on key tasks.

A quotation is provided based on your selection of services.

All parties must sign a Memorandum of Agreement. The project plan forms part of the MOA.

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Thank you for your interest in Footprints Publishing.