

INSTRUCTIONS FOR PROSPECTIVE CHECKPOINT PRESS AUTHORS

1. Read the Author's Guide and Free Manuscript Appraisal Page on the CheckPoint Press website
2. Send your manuscript or synopsis for appraisal to editor@checkpointpress.com with your full contact details, including name, postal address, email, and landline telephone number (see 'manuscript appraisal' notes on page 2 please)
3. Allow up to 21 days for a response
4. If accepted, fill out a publishing agreement [*self-publish or no-fees traditional contract*] and send to CheckPoint Press, along with ALL materials needed to produce your book (fully-edited text, images and diagrams, cover photos etc).
5. Review and approve a provisional sample of the interior and cover
6. You will then be scheduled into the production calendar, and given an approximate publishing date.
7. Read the Author's Guide again please..
8. Prepare your marketing materials / reviewers lists / personal website / other promotional efforts
9. Sit back patiently and wait for your digital proofs to arrive
10. Make absolutely sure the proofs are correct
11. We forward the approved proofs to the printer for printing
12. We list your book as an active title worldwide, and supply marketing support materials specific to your book.

Congratulations, you are now a published CheckPoint Press author!



CheckPoint Press, Dooagh, Achill Island, Westport, Co. Mayo, ROI

www.checkpointpress.com

Manuscript appraisal: This is a FREE service to prospective authors, wherein we preview your manuscript for initial suitability for the CheckPoint Press library. However, you should NOT send us your manuscript before reading the Author's Guide and the FREE Manuscript Appraisal pages on the CheckPoint Press website. This is to keep our operation streamlined and cost effective, and to avoid unnecessary disappointment for prospective authors.

Please remember that our standards must be high, so if you are in any doubt about the quality of your own work, please have a suitably-qualified person check it over for you before sending it to us. We can refer prospective authors to independent book editors, but professional book editing is exceptionally time consuming, and can therefore become very expensive, very quickly. So you would be better off asking a qualified friend or colleague to give their honest opinion beforehand.

Another useful approach is to check out the samples on the CheckPoint Press Bookstore for comparison, as well as quality books in the same genre from your local bookstore. You need not worry about formatting unless you are sending in print-ready files, but print-ready files must also meet our quality standards if they are to be included in our library.

The CheckPoint Press appraisal works on a points system as follows:

- 40 points or less – manuscript rejected
- 40-70 points – work needed before acceptance (you will be advised)
- 70+ points – qualifies for a publishing services package
- 80+ points – qualifies for a no-fees traditional contract

If you are offered a traditional contract, you can of course opt for a paid publishing services package instead, and reap higher royalties on sales.

Royalties: At present, we do not offer advances on royalties, but we cover all set-up and production costs, and pay generous 50% royalties for our traditional contract authors (compared to an industry standard of around 7-10% with an advance). We also pay a market-leading 80% of royalties to paid publishing-services clients.

Prospective authors should be advised that works of poetry, fiction or personal memoirs are unlikely to qualify for a traditional contract unless, (a) the author is very well known, (b) the author has shown previous success in the same genre, or (c), the author has a convincing marketing strategy in place.

Every manuscript differs in the amount of work required to bring it to publication, and although we work in cooperation with the author on certain tasks, we also invest a considerable amount of time in each project before it is ready for publication. An average figure is around 40 hours of work at our end; (or €500-€1,000 in time-related and direct costs), although sometimes it can be considerably more. It is essential therefore that we work in close collaboration to produce a quality product without generating too many delays or complications.

Thank you for considering CheckPoint Press – we wish you every success with your writing.

Stephen
CheckPoint Press



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