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WELCOME!

Thank you for your interest in publishing with Salt Water Media! We are excited that you are considering us for your book project. Whether you're looking for a paperback, hardback, or ebook, we can do it! The self-publishing road can be difficult to navigate with so many choices.

Salt Water Media was founded by a self-published, indie author so we understand how stressful the process can be and that awesome moment when a book comes to life. If you choose us, one thing is for sure: we'll be here to walk you through the process and answer any questions you may have along the way.

In this booklet, we've provided details about Salt Water Media, our philosophy, and our self-publishing process. You'll also find important information and links to topics like copyrights, image usage, and self-publishing tips. Think of this booklet as your first step towards bringing your book to life.

The journey starts here...

OUR SERVICES:

Consultations

Editing - Copy and Content

Cover Design

Custom Book Layout

ISBN and Barcodes

Library of Congress Number

Paperback Books

Hardback Books

eBooks

EBM Printing

Ingram POD Services

Amazon and Barnes & Noble listings

SWM Online Sales

Social Media Features

Promotional Materials

Author Website Design & Hosting

So, What's Your Story? podcast

THE SALT WATER MEDIA PUBLISHING PHILOSOPHY

Because the self-publishing process can be confusing and involves many different steps and options, an author can easily and quickly feel lost or disconnected from their work as a result. We don't want our clients to feel that way. We strive to provide our clients with a positive relationship and a quality product so that they move forward, armed with confidence, answers, and a really good book.

Our philosophy is simple: just because an author chooses to self-publish doesn't mean it has to look like an amateur project. We create custom, interior layouts and make sure each book has a great cover. All the little pieces of the puzzle are in place. Our job is to understand the project and then bring it to life. With us, the client doesn't need to worry about the technical components or formats and layouts. We've got it covered!

At Salt Water Media, we want our authors to feel their books come to life in a way that feels authentic and right, and not just because they are paying for it. For us, the dream is equally important.

Q: So, how does this work? What is the process?

A: We have a multi-phase approach to publishing our authors. Here it is!

PHASE #1

Manuscript Evaluation and Editing Requirements

Before we can begin building your book, there are two prerequisite items that we will address immediately.

Manuscript Evaluation: We will review your manuscript and any attached materials for copyright, libel, and questionable content. If there are any areas or cause for concern, then we will let you know as soon as possible. This process can take several days, depending on the length of the manuscript. We reserve the right to decline any manuscript that does not meet our content standards. Please review the attached "Manuscript Content Guidelines" for specific details. If you need help with images, then just let us know - we charge \$65 per hour and can add that time to your final invoice.

Editing: Any book that will carry the Salt Water Media logo must be properly edited. This is essential. For your benefit and ours, we are adamant that you seek out a qualified, legitimate editor. We cannot proceed to the build phase until editing is complete. We will reserve the right to ask for proof of proper editing on manuscripts. We also reserve the right to deny use of our logo on work that does not meet our standard. It is important to us that any book we put forward looks as professional and as polished as possible, and we are certain our clients will agree wholeheartedly.

If you need editing work, then we can help! Our rates are \$0.01 per word on copyediting and \$0.03 per word on content editing. Copyediting concerns grammar, spelling, punctuation, and minor plot/character details; content editing is a detailed assessment of the work. We do not provide content editing for poetry.

PHASE #2

THE BOOK DESIGN AND BUILD

When you bring your project to us, we will build — to your satisfaction — a completely custom book. All we need is your manuscript in an electronic format like Microsoft Word or iPages. We use the most up-to-date software from Adobe to ensure your book looks professional and meets print-ready standards.

The build price includes an hour consult with Andrew Heller and/or Stephanie Fowler. We can do that in person at our Berlin office or on the phone or via Skype or Zoom if you're too far for a visit. In that consult, we'll gain a full understanding of your book and the components that are important to you.

We will create a custom interior layout and full color cover for your book, complete with an assigned ISBN and barcode and Library of Congress Control Number. During the design phase, we'll send you PDF e-proofs so you can see how your book is coming along. Don't like a font? Need to make a few changes? No problem! The e-proofs are designed to give you a sense of what the final product will look like. When we arrive at a final version, then we'll provide you with a printed and bound proof of your book.

And finally, we'll list your title on the Salt Water Media online shop and give you highlights on our social media. You'll also get three 11x17 book posters.

Basic Book Build Cost:

\$850.00 for poetry books

\$1100.00 for full-length books

Deposits and Payments: We require a 50% deposit before beginning work on your project. Cash, check, and credit are accepted.

Timeline: The timeline will depend on the manuscript and amount of materials to be incorporated into the book. For example, a small poetry book may take only a week or so, but a full-length novel with images may take several weeks.

Additional Package Add-Ons

Interior Images:

Do you have images you'd like to include in your book? Simply provide us with those images electronically; if you have photographs, we can do high resolution scans and edit them as necessary.

\$4.00 per image

Ingram Print Distribution:

This option makes your book available on the Ingram iPage so that booksellers like Amazon, Barnes & Noble, Bookshop.org as well as brick and mortar stores can carry and sell it. Your title(s) will be set up as Print on Demand (POD), which means your book may not be stocked on shelves but will always be listed as in stock and available. Ingram also provides printing services for color interiors in both paperback and hardbacks formats. After the second year, there is a \$20 annual title maintenance fee for each format.

\$350.00 for the first format \$500.00 for the second format

eBook Distribution:

Would you like to have your book created and distributed as an ebook? We can take care of that for you! Our ebooks are listed with Apple, Amazon, Barnes and Noble, and on our company website. (Please note: for ebooks heavy with images and/or links, additional design fees may be required.)

\$350.00

Basic Author Website:

Do you need an author website to help establish your online presence? We can build one for you! Included in the add-on price is your own customized doman and emails as well as a multi-page website with a shop feature, optional blog, and social media links. After the first year, there is a \$240.00 yearly hosting fee to maintain the domain and website.

\$700.00

Promotional Items:

In addition to the 11x17 posters, we can create beautiful business cards, bookmarks, postcards, and rackcards to help you promote your new book. Each item will match the feel and design of your book.

\$65.00 design fee per hour + material costs/shipping fees quotes available upon request

Other Potential Costs:

Extra Posters = \$5.00 each

Additional Printed Proofs = \$15.00 each (Free shipping if necessary)

Additional Hourly Consults = \$65.00 each (Please schedule in advance.)

Formal U.S. Copyright Filing = \$185.00

PHASE #3

BOOK ORDERING, PRINTER OPTIONS, AND DISTRIBUTION CHANNELS

Once we've achieved success on the book build and you have approved the final proof, then we move onto the printing and book ordering phase. We will make sure you know just how much each book will cost based on the final proof specs and quantity ordered.

The Espresso Book Machine: We can handle paperback printing in-house via our Espresso Book Machine (EBM). You can watch your book print and come to life right in front of your eyes! The cost is \$6.75 (base rate) plus \$0.015 per page. We refer to this as the production cost. This is a constant rate; unfortunately, we do not have volume discounts available. However, there is no minimum order and we do our best to print orders on the same day they are received.

PRINT DISCOUNTS:

ESWA Members 10% off EBM print orders

MWA Members 15% off EBM print orders

Ingram and More: We also utilize other printers (like Ingram) to handle bulk paperback printing and hardback books. Frequently, we can get a lower cost per book by using a different printer. We use Ingram for access to Amazon and Barnes & Noble and other brick and mortar stores. Please note that shipping costs, additional set-up fees, and book surcharges may apply depending on printer choice and location.

eBook Distribution: We create all eBooks in-house and distribute to Apple, Amazon, and Barnes & Noble. We also sell eBooks on our company website.

TAX NOTES: For tax purposes, we'll need to make sure we have your TIN (Taxpayer Identification Number) on file as well as a current mailing address. You will be responsible for sales tax on books you sell while we handle the sales tax for any books we sell in our store or via our online shop. Please consult your tax advisor on the best methods and practices for your accounting and selling your books.

OK, my book is in my hands. That's great! But what now?

PHASE #4

THE POST-PRODUCTION WORK

Indie authors frequently struggle with the marketing side of publishing. While it's true that authors are required to do most of the legwork, we try to provide a number of supportive measures. We can help our clients with custom, promotional materials like

posters, bookmarks, business cards, postcards, and rackcards as well as media contacts, book signings, social media pushes, and even an appearance on our podcast - "So, What's Your Story?" Check out our author's podcast on iTunes, Stitcher Radio, Overcast, and wherever you listen to your podcasts. Just search "So, What's Your Story?" and subscribe!



We stand by our authors and will help in any way we can.

ABOUT THOSE ROYALTIES ...

We pay all royalties quarterly. If you have book sales, then we'll send you a report with a breakdown by format, title, and channel along with a check. Generally speaking, the royalties are determined as follows:

EBM Books:

EВоокѕ

BOOKS BY OTHER PRINTERS:

For books printed on the EBM and sold via our store or online shop, authors will receive the difference between the retail price and the production cost.

BOOKS SOLD VIA INGRAM:

For books sold via Ingram, an author's royalty is the retail price less bookseller and distribution fees. (FYI: it is not a lot of money.) The royalties are sent to SWM and we pay out quarterly.

Authors will receive the following percentages:

Apple: 70% of retail

Salt Water Media: 75% of retail

Amazon = if retail price is greater than \$9.99, then 35% to author / if retail price is less than \$9.99, then 70% to author

Barnes and Noble = if retail price is between \$2.99-\$9.99, then 65% to author / if retail price is below \$2.99 or above \$9.99, then 40% to the author.

For books printed by Ingram or others and then sold via our store or online shop, authors will receive the retail value less \$2.50 to SWM for handling, storage, and shipping.

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We will sell books by other publishers in our store and our online shop. Our consignment terms are a 40 (SWM) / 60 (author) split and a maximum of three books.



Author:

Title of Work:

13 and 14, below.

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AUTHOR CONTRACT

Format(s):	
Date of Agreement:	
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Signature of Author/Representative	Salt Water Media, LLC
Printed Name of Author/Representative	Salt Water Media, LLC
Date	Date



AUTHOR CONTRACT

ADDENDUM A

MANUSCRIPT EVALUATION GUIDELINES

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You have a copyright on your work from the And speaking of material from other sources, Copyright Office.

Due to copyright laws, you may not be allowed to reproduce someone else's work in your project. Example: song lyrics are often under a current copyright and you would likley find have written permission to do so.

Using images in a manuscript or a book project diligence, again, will be positive step! can be tricky, but it can be done with a bit of research. In order to use an image or artwork, If you have questions about your work, copyrights, you must either be the copyright owner or have written permission from the copyright owner. Think of it this way: just because you own a an important distinction!

as poetry, novels, movies, songs, computer violations occur when using material from other sources.

moment you create it on paper or on the you may also want to review a few links about computer. Copyrights can't apply to an idea libel, defamation, and privacy concerns, in your head! You can also register your especially if you are working on a memoir/ work formally if you so choose. There is an autobiography or a biography or a novel application process and a fee with the U.S. that is personal in nature. While free speech is protected and generally reigns supreme, there are real limitations and exceptions acknowledged by the courts. There are links listed below for further reading, but if you are writing about and referencing real people, then you should be aware of possible that you are unable to quote them unless you ramifications. Libel, defamation, and privacy are serious issues and authors and publishers have been taken to task over the years. Due

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CHECK OUT...

http://www.copyright.gov/help/fag/

https://www.teachingcopyright.org/handout/copyright-faq

http://copyright.cornell.edu/resources/publicdomain.cfm (A great chart by Peter Hirtle!)

http://www.copylaw.org/p/libel-in-fiction.html

http://www.writersdigest.com/online-editor/defamation-and-invasion

http://www.rightsofwriters.com/2011/01/can-you-tell-your-own-true-story-even.html

SELF-PUBLISHING

Thoughts from an indie publisher/indie author

BE THE EXPERT

Some indie authors are giving up on the typical book signing, having lost their will to sit through another awkward moment sitting at a table hoping people stop to talk. Instead, they are opting to give talks in which they are the focal point - "the expert" - allowing people to formulate interest in them first. By making the book(s) secondary, some authors find it makes their sales primary.

KNOW YOUR AUDIENCE

While this may sound painfully obvious, authors sometimes get lost in the crowd. Does your book have a particular message for a group? Is there a niche for your novel? Can you identify ways to narrow your focus and target your readers?

CLOSE AT HAND

Indie authors find that having promotional materials like bookmarks, business cards, postcards, and even rack cards are helpful when talking with possible readers. A quick and free handout is often an easier "sell" than a book, and it gives them a reference point in case they want to visit your website or social media or - better yet - buy your book! It might even be an item they can pass along to another interested person. Just make sure whatever you give out looks professional and of good quality!

FEAR NOT

Self-published authors end up doing most - if not all - the legwork in getting their book out there. Don't get discouraged! Take every opportunity you can to get in front of your readership. Be OK with rejection. Just keep at it and remember why you started this journey in the first place.

BIRDS OF A FEATHER

One great tool for indie authors is to connect with other authors and writers, whether on the internet or in person. There are writers' groups all over and being involved in such a group offers opportunities for book events, talks, meet-and-greets, and peer review.

GET SOCIAL

Although social media has yet to prove to be a slam dunk for book sales, it does appear to have value in connecting to interest readers. If you have a social circle, then let them know about your work via Facebook, Twitter, Instagram, and blogs! You can connect with other writers and authors via social media as well. Just make sure you don't wear out your readers with updates on your dinners and laundry schedule!

BE VISIBLE

Having an up-to-date presence on the web is a good thing for folks who are trying to connect with you. Create a professional website with information with functional links and a shopping cart so they can buy your work. If there is an Amazon Author Page and/or Goodreads.com pages about your work, then make sure the information is current and pertinent. You may not get a lot of sales this way, but you want to make sure your web presence is solid and professional.

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Another helpful measure is to garner positive reviews of your book. This can be a tricky exercise, though! Some reviewers may request free copies or even payment. And you may not always get rave reviews. BUT, if you can find trusted and reputable sources to provide legitimate reviews, then go for it!