

Book Publishing Agreement

This Book Publishing Agreement is being made between the following two parties:

The Publisher: APMI Publishing and Publications

Address: c/o Dr Alan Pateman, P.O. Box 17, 55051 Barga (LU), Italy

And

The Author: _____

Address: _____

The purpose of this agreement is to confirm and establish the services, commitments and financial costing involved within the publishing process of:

Book Title(s)

1. Ownership of Manuscripts

In some cases publishers demand sole & exclusive rights to publish, sell and/or license the publication, but APMI Publishing and Publications will not retain the rights for that which we publish (*apart from the book being registered with APMI Publishing and Publications through the ISBN we provide, please see below*).

APMI Publishing and Publications **does not** own any author's books or licenses for publication (*whether translations or any e-book formats*). We simply desire to help and enhance authors (*and their material*), especially new authors to get their book out there, in a professional printed format (*not to bind or control any material that we have published on the author's behalf*).

2. Copyright and Third Party Permissions

Copyrights of the printed material will be in the author's name. Therefore all copyright notices will be addressed directly to the author (*notice of which will be included within the book*). Except for the cover art (*if designed by APMI Publishing and Publications*), which will be copyrighted to the publisher.

Furthermore the author confirms with the signature of this document, that all materials (*text and graphics / images*) submitted within the manuscript are his own property. In case of using copyrighted materials it is the author's responsibility to attain at his/her expense any written permissions needed. These will need to be submitted along with the first instalment for the publishing process. **APMI Publishing and Publications does not take any responsibility and therefore cannot be held responsible for any misuse, plagiarism or infringement of copyright laws with regards to other people's/authors' materials incorporated in this book publication.**

3. Publication Process

- a) **Initial Steps:** The author fills out an Assessment Form and sends the form with the manuscript/s and an assessment fee of €100 to the office (*assessment fee applies per manuscript*). The publisher then evaluates the manuscript/s presented and a decision is done of whether these can be published through APMI Publications. If a publication is possible, a Book Publishing agreement is prepared and sent to the author, who signs and returns the document to the office, where it will be signed by the publisher also.
- b) **Corrections:** Once this agreement document has been signed and returned, the publisher will not be updating or adding / changing chapters of the manuscript received. If there is any need of change from the publisher's point of view, the author will be addressed directly to clarify any such points.
- c) **Duration:** Once the first payment has been received, work will begin (*those who pay the complete fees upfront will be given priority*). The overall publishing process for a book of approximately 200 pages takes about 3 months from the first instalment to the completion of the publication process and will be based on the details as requested within the Assessment Form. Delays can be caused by either delayed payments of the author (*please see Point 8*) or by any circumstances beyond the publisher's control, for which the publisher shall not be held responsible.
- d) **Overview:** The publisher goes over the manuscript looking at the book title and other details, providing direction for the publishing team where the processing of the book is concerned.
- e) **First Draft:** The publishing team enters the manuscript into a "book size" format in Word.doc, with chapter breaks, as well as breaking up paragraphs; this includes a first run of spell check. At this point, the manuscript is printed as a draft copy for further processing.
- f) **Cover Design:** If the author is requesting a cover design, the publisher commits to provide the total of one design for review. Any additionally requested designs would be charged extra. The publisher works on the book cover design and a summary and author write up is added on the back cover, as well as a barcode based on the ISBN number assigned in the next step/s; the cover design is then presented to the author for acknowledgement.
- g) **ISBN Assignment:** ISBN Numbers are being provided by the publisher and will be registered under the publisher's name, including the author's details at the ISBN Agency Nielsen.
- h) **Barcode:** If requested a barcode will be generated at no additional costs for the back cover of the book.
- i) **Second Draft:** The editor proof-reads and edits the book/text, working on more specific/ detailed spell and grammar checks; also working on sub topics and sorting out paragraph breaks. This process requires various reads as well as research, ensuring context of the manuscript is understandable to an international audience, while at the same time keeping the flavour/character of the author untouched.

Once completed this second draft is then presented once again to the Senior Editor who goes through the manuscript, which upon approval is being passed on for the next step/s.
- j) **Editing:** APMI Publishing and Publications services include the editing of the manuscript before publishing without taking away from the flair and character of the author's writing style.
- k) **Layout:** The publisher will also provide layout design. If the author has a layout design he/she wishes to submit, this will be considered when proceeding with the publishing process.

- l) **Extras:** If the author would like to advertise other books, church or ministry details in the back of the book, then this will be seen as 'extras' and charged on top of the total cost of the publishing calculation (*unless already calculated for – please see Point 8 for more details*). Other extra costs would be caused by images that will need to be included within the text of the interior.
- m) **Third Draft:** The book is entered into InDesign for the next step; this is where precise layout of pages can be done, with running headers and chapter titles, table of contents etc.; copying all details as prepared in the second draft; adding copyright details in the front and back pages with author profile and photo; requested advertisement etc. Also at this point assigning 2x ISBN numbers for paperback and eBook edition if requested (*a third one would be available for hardcover editions, if requested*).

Once these steps have been completed, the manuscript is printed a second time and presented to the Senior Editor.

- n) **Final Proof/Senior Editor Approval:** The publisher goes through the manuscript for final approval; once completed, the interior pages are presented to the author for acknowledgement.
- o) **Author Approval:** The author reviews the finished manuscript and once approval has been received, the publisher will proceed with the publication/upload of the book.
- p) **Publication/Uploading Print edition/s:** Once agreed in writing by the author the final proof will be submitted to Amazon Kindle Direct Publishing (KDP) company who offer print-on-demand services, where Amazon then prints and ships book orders as requested by customers on the various international markets (*Amazon US, Amazon UK, Amazon EU markets etc.*)

Print editions can be made available as paperback and/or hardcovers, which is determined in the Book Publishing Agreement; also included in this step are the book categories that need to be chosen and key words that are entered when uploading the file to this platform. The publisher will not be held responsible for any further adjustments requested after that point.

Note: Amazon also offers the possibility for authors to purchase "author copies," where he/she may request 1 to 999 copies at a time, which will then be printed and shipped by Amazon. The cost of these author copies is based on the cost of printing fees plus applicable shipping fees; no royalty payments would be applicable in this case. The author then can distribute or sell these copies at events etc. charging applicable prices at his/her own discretion.

- q) **Royalties:** This publishing service also includes setting up a personal Publishing Account with Amazon, where the author can monitor all royalty payments and international sales.

All royalty payments accumulated through sales on Amazon and other book outlets where the author's book will be made available, will be paid directly into the bank account provided by the author. This usually is done on a monthly basis. The publisher will not be held responsible for any transactions or royalty claims between the author and the distributing service (*i.e. Amazon, Lulu etc.*)

4. Storage of Final Proof and Data Files

The author grants the publisher the right to store all data files (*hard copies and electronic*), agreements and manuscripts generated concerning the publication of this book in the publisher's files. The publisher assures the author that these will not be used outside of this agreement.

NOTE: If the author decides to request the digital files of his book publication in order to have the book printed by another publisher or issue a second, third etc. edition, APMI Publishing and Publications will then release all files stored at a €300 charge (*per book*) because of the work that had been done at a very special price.

5. Distribution Service

APMI Publishing and Publications does not distribute books; authors have to find their own outlets. APMI Publishing and Publications is primarily offering a publication service.

6. E-book Conversion

Once the book has been finalized and published on Amazon, APMI Publishing and Publications offers to place the book also as an **e-book on international outlets** (*Amazon, iBookStore, Nook store, Lulu*). The office would convert the print edition into an epub document for eBook publication; this is a process that involves different specific steps, as each company has their own rules and requirements where eBook files are concerned (*including an individual cover file etc.*). This process also includes a new ISBN Number for the e-book version provided by the publisher.

Once completed the eBook will be uploaded to Amazon, to be offered as a Kindle purchase option, on their international markets (*the print and eBook version will be linked on the product page*); after that process, the epub file will be uploaded to Lulu.com who will publish the book on the iBookStore, Nook, Google and Kobo Store, as well as other markets internationally. Also included in this step are the book categories that need to be chosen and key words that are entered when uploading the file to this platform.

Note: Submission times are subject to the processing times of the individual outlet and cannot be influenced by the publisher. The eBook conversion and international availability fee is €500.

7. Author Pages

The office creates personalised author pages on Amazon with author photo and write up (*i.e. profile/biography, including website/social media links etc.*); adding published book/s once approved by each outlet – where future books can be added also.

8. Financial Costing

The overall costing (*excluding any other costing caused by added 'extras' – see Point 3.I. - which would be determined after the date of this agreement*) for the publication of the book title

_____ accumulates a sum total of _____

(included extras if already calculated for, are: _____)

This amount can be submitted in three instalments of _____ each.

Upon receipt of the first payment / instalment the publisher will begin work on the manuscript.

The final instalment is due on the _____.

Note: The overall publishing process for a book of approximately 200 pages takes about 3 months from the first instalment to the completion of the publication process; those who pay THE COMPLETE FEES upfront will be given priority!

Monies can be paid through PayPal or into the following account:

PayPal:

Link: [paypal.me/AlanPateman](https://www.paypal.me/AlanPateman); or use apostledr@alanpateman.com receiver email

International Bank Details:

Account Holder: Dr. Alan Pateman

International Bank Account Number (IBAN): IT17U0503401600000000229916

SWIFT: BAPPIT21S00

Bank Name: Banco BPM

Delayed Payment: If payments are late, the publication project will be placed on hold.

Refund Policy / Termination: For authors who decide to discontinue the publishing agreement, no refunds will be issued.

What you find with us is that we will provide a quality book at the lowest price possible with no strings attached!

We the undersigned do mutually agree to the terms and requirements of this contract.

The Publisher: APMI Publishing and Publications

Address: c/o Dr Alan Pateman, P.O. Box 17, 55051 Barga (LU), Italy

Date

Signature

The Author: _____

Address: _____

Date

Signature