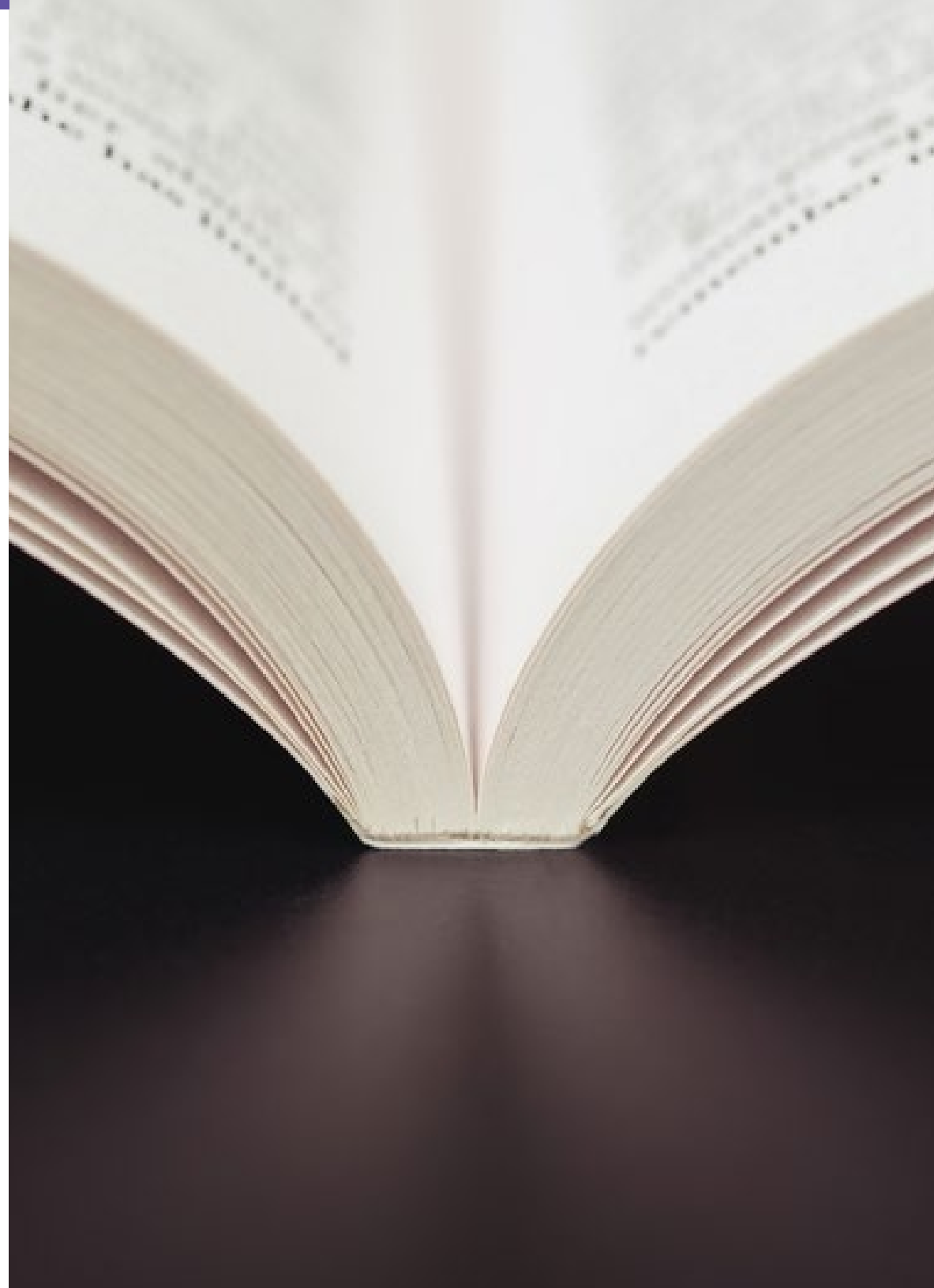




# **X**libris Guide to Publishing Services

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# Welcome!

Thank you for inquiring about publishing your book with Xlibris. Whether it's a memoir, a collection of short stories, or the greatest novel ever written, we understand that each book tells a different story, and every author has his or her own reason for wanting to publish. We should know. We ourselves are writers too.

Xlibris started more than two decades ago when supported self-publishing was virtually unknown in the publishing world. Now book reviewers are increasingly writing about these niche-published works, and hundreds of authors who have gone down the supported self-publishing route have been picked up by major houses. Brand-name authors with out-of-print titles are also turning to this new technology to keep their works in print. Best-selling fantasy author Piers Anthony, for example, currently has seventeen of his backlist titles in print through Xlibris.

Until very recently, two-thirds of all newly published titles came from major publishing houses. That has all changed over the past few years. Print-on-demand specialists such as Xlibris have revolutionized the industry. Bowker has reported self-published titles rising 59 percent in 2012 from the previous year. This is a staggering fourfold increase over 2007. We are more convinced that as creative autonomy becomes more accessible to writers, there is no better time to become an author than now.

There is an old proverb that says, "A journey of a thousand miles starts with a single step." For writers embarking on their maiden self-publishing adventures, those first steps can look like giant leaps. Our goal is to make your publishing experience as effortless and enjoyable as possible. We wish you the best of luck in all your endeavors.

**The Xlibris Team**

# The Power to Publish

## **Publication is a right, not a privilege.**

In the past, authors believed that they should never have to pay to publish their work. But the face of publishing has changed. It is becoming increasingly difficult to get noticed by traditional publishing houses, and as a result, many compelling stories have been left untold.

The self-publishing industry has revolutionized the world of publishing and has opened up a whole new array of options for writers. You no longer have to wait to be recognized by a publisher or an agent to see your work in print. You now have the power to become a published author with a professionally finished book available to your readers, regardless of who they are, where they are from, and even when they decide to order.

Publication is no longer just for the select few. It is now an exciting goal that everyone can attain. Self-publishing has placed the power to publish in your hands.

# Why Self-Publish?

Gone are the days when self-publishing was virtually synonymous with self-defeating. Many larger book publishers now scour the shelves and the Internet for self-published books that fit their publishing program. Many amazing authors have chosen to self-publish at some point in their careers: Rudyard Kipling, Ernest Hemingway, Margaret Atwood, Stephen King, Carl Sandburg, James Redfield, Mark Twain, and Walt Whitman, just to name a few. You would do well to be among this honored group.

## Six Good Reasons To Self-Publish

### 1. TIME

Traditional publishing takes too long; most work on an eighteen-month production cycle. Choose to self-publish and your book could be ready for the market within three to four months.

### 2. YOUR BOOK—THE WAY YOU WANT IT

Your book is a reflection of you. When you self-publish, you have complete control on the direction of your book. The decisions are exclusively yours and not limited by third parties with intentions and interests different from your own.

### 3. YOU RETAIN ALL RIGHTS

As a self-published author, you own all rights to your book. If you work with a traditional publishing house, they will own the rights. If they lose interest in your book, you will not be able to print additional copies unless you purchase those rights back.

### 4. TESTING THE MARKET

Because your book may fill a niche that has not been met, you can test the market through supported self-publishing. Find out how well your book will sell and how successful it will be.

### 5. A LIMITED MARKET

Your book may appeal to a limited market and therefore may not be of interest to a large publishing house.

### 6. LEGACY

Each of us has a unique life story to tell, complete with ordinary incidents, moments of brilliance, tragedy, and humor. Your book is an expression of yourself and a great legacy to leave behind.

**ALL GOOD REASONS!** Whatever your reasons for self-publishing, Xlibris shares your vision and makes sure you enjoy the publishing process.





# About **X**libris

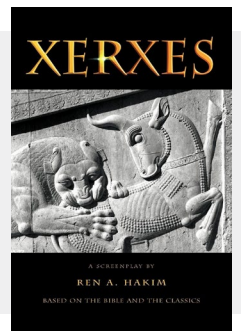
Xlibris is one of the pioneers of the supported self-publishing services industry and still leads the way today. Over the years, we are proud to have published more than 86,000 titles to date.

One of our founding principles, dating back to when we were newly incorporated and making books out of a basement office, is that the authors should have control over their work. This principle still stands today as we help hundreds of authors every month publish their work in the manner and form that they envision.

Giving authors control is why we don't take rights and why we're nonexclusive. This means that you can publish with us and still be able to offer your work to publishers and agents. If you are one of the fortunate few, you can immediately go with your new publisher. Xlibris is here to provide supported self-publishing services that help you succeed as a writer.

"The publishing process, which I believed would be so difficult, has been a pleasure, thanks to the Xlibris crew. Though a writer, I still must say, words cannot express how grateful I am to be in the hands of such professionals."

**Ren A. Hakim**, *Xerxes*



# Why **X**libris?

Xlibris has been leading the way in the supported self-publishing industry for more than two decades now. With Xlibris' solid experience and expertise, you can count on dependable, long-term, author-centered services.

**With Xlibris, it's all about you, the author. Enjoy these benefits when you choose you publish with Xlibris:**

- You retain all the rights to your book.
- You have complete control over the book design.
- You can publish quickly.
- You have paperback, hardback, and electronic availability options.
- You can distribute your book online.
- You can target your niche market.
- You gain access to your audience.
- You earn royalties on every sale.
- Your book will never go out of print.



# Our Authors

## Seeing the World in Stories and Poetry



For **J. D. Mallinson**, writing is not only a creative expression but also a learning experience. The retired educator feels that his poetry composition is “an attempt to understand the nature of things, in all their varied and fascinating forms.”

He spent most of his career life teaching, but the love of writing has always been with him. J. D. followed his heart and has so far written four poetry collections, serial fiction novels, as well as travel journals inspired by his travels in Europe.

During his teaching profession, he contributed poems to literary magazines such as English and Contemporary Review. This eventually landed him a publication grant from Northwest Arts and brought him to publish more of his works with the University of Salzburg Press (Austria), Envoi Poets Publications, and the National Poetry Foundation. His writing got off to a flying start when he won second prize in a poetry competition by the British Broadcasting Corporation, which subsequently broadcast many of his poems on its “Write Now” program. His poems have also been included in 9 major anthologies.

J.D.’s decision to self-publish through Xlibris is arguably the highlight of his writing career thus far. His Xlibris-published books include two detective fiction novels and his acclaimed poetry collection, *The Sycamore Seed*. The latter bagged the gold medal in the General Poetry category of the 2013 Readers’ Favorite Awards. Touted as the “fastest-growing book review and award contest site on the Internet,” the annual worldwide competition hailed the book as “the song of nature and land as well as the beating hearts that live within,” referring to J.D.’s flair for description that further resonates the musical quality of any good poetry.

Xlibris has evidently provided him with a satisfactory supported self-publishing service as he has already published three books through us.

“I was very pleased with the high-quality finished product and add-on services. I also liked the control I had over content and cover design. I appreciate that my first Xlibris novel is still selling copies nine years after publication.”

## What’s Your Story?

Each writer has his or her own story behind the story. Xlibris authors hail from all walks of life and have unique tales to tell about the road they traveled to publishing success. No matter what your path is, Xlibris can help you along the way.



## Keeping Familial Ties through Her Story



In today's digital age, many of us keep in touch via text messaging or online chatting. Author **Jeanette Voyzey**, however, came up with a more clever way.

To build a bond with her granddaughter who lives in Australia, Jeanette wrote a journal for her, which she was later persuaded to turn into book form. She self-published her debut autobiography through Xlibris. No means of electronic communication can outdo a literary legacy.

Jeanette is just one of a large group of authors whose sense of achievement springs not so much from recognition but from the lasting impact on one person who she is unable to see as much as she would like. Jeanette wanted to share her work with others, so her memoir *Ice Cream on Thursdays* was launched at her local library to much acclaim and good reviews from friends and strangers alike.

Moreover, she is grateful to Xlibris for helping her realize her writing dream.

"I would like to take this opportunity to thank Xlibris for the professional help and guidance during the writing and publishing process . . . I am so pleased I eventually achieved my lifetime ambition to put my early life in to print as I continue to strive to expand my readership in as many ways as possible."

## Reaping the Rewards from Her Memoir



Little did **Betty Collier** know that writing about an almost unheard-of disease would bode well for her as a wife, a mother, a friend, and an author. In 2013, Betty wrote and self-published her memoir, *SHOWgrins*, through Xlibris. It sheds light on Sjögren's syndrome, a disease affecting the glands that produce tears and saliva. The book narrates how she and five other women have endured symptoms of the incurable disease. To her surprise, she never really had the disease, but she decided to write about it anyway to raise awareness. In the same year, the book won gold medal in the Inspirational Category of the Readers' Favorite Awards.

Betty believes she is a gold medal winner "in more ways than one" for learning from the inspirational stories of resilient women. Consequently, the book has also served to inspire others who may not have Sjögren's but have the need for some words of encouragement. "What I now realize is that perhaps I needed to write the book for myself, even though I discovered I don't have Sjögren's. What I do have is the same as millions of others, and that is the uncertainty of life, which can be quite challenging and overwhelming at times . . . I was able to overcome obstacles and crossroads in my life that I didn't even realize I had."

She also commends Xlibris' professional supported self-publishing service.

"I'm so thankful that I chose Xlibris to publish my third book. After a great deal of online research and trying two other self-publishing companies with my first two books, I can honestly say Xlibris was THE BEST. My book became a Gold Medal Award-Winning Book, and I don't think that would have been possible without the expertise and editing services provided by Xlibris. I could not have asked for anything better, and the final product exceeded my expectations. I will definitely use Xlibris for my fourth book that I am currently writing!"

# The **X**libris Experience

Publishing a book can be a daunting prospect. At Xlibris, it's all about you, the author. We try to make your publishing adventure as easy as possible by being with you at every step of the publishing process. We realize that your success is our success and view the publication process as a collaborative effort. This ensures that you publish your book according to your needs and the way you envisioned it.

## Setting Your Publishing Goals

To determine your publishing goals, try asking yourself these questions:

- What is the vision I have for my book? Commercial success? Personal satisfaction? Professional recognition?
- Do I have any specific requirements or strict formatting instructions?
- Could my manuscript benefit from editorial services?
- What is the best way to market and promote my work?
- Who would be interested in buying my book?
- How many copies do I hope to sell?

With the goals you establish from answering these questions, you can better customize your publishing experience and choose the Xlibris services that best fit your vision of success.





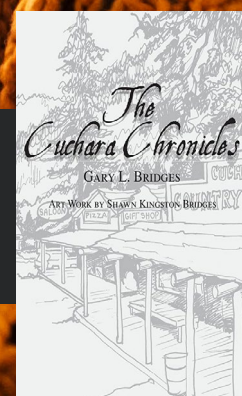
# Getting Started

Now that you know more about Xlibris and the supported self-publishing alternative, there is nothing to stop you from taking the first step down the road to realizing your publishing dreams.

The extensive range of products and services that we offer is outlined in the rest of this guide. Our publishing consultants can answer any questions you may have and are available for free consultation from 9:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday. Call **844.714.8691** to speak with your publishing consultant today, or email us at **[publishtoday@xlibris.com](mailto:publishtoday@xlibris.com)**.

"Xlibris provided me with the timely and professional assistance I needed to get entire process went without a hitch. I recommend any new or continuing author to use their services."

**Gary L. Bridge**, *The Cuchara Chronicles*





# The Publishing Process

**One:** Complete your manuscript and images.

**Two:** Choose your package and necessary add-ons and marketing services (Call **844.714.8691** or email **publishtoday@xlibris.com** for assistance).

**Three:** Sign the author agreement, and then submit your manuscript and other necessary materials.

**Four:** Review your book's interior and cover e-proofs with an Xlibris associate.

**Five:** RELEASE IT TO THE WORLD!  
(For sale in high-quality paperback or hardback)





# Publishing Timeline

The entire publishing process of Xlibris takes an average of three to four months upon our receipt of your complete submission. This turnaround time changes depending on how long it takes you to review the e-proofs and the number of corrections you make.

## **Submission**

Xlibris will review your order and contact you within two to three business days from the day you sign up. Once we receive your complete materials, please allow us two to three business days to review them and ensure they are ready for production.

## **Initial Production**

You can expect the book interior and cover design within ten business days from the time your book enters production.

## **Author Review of E-Proofs**

You will receive e-proofs of your book's cover and interior for your review before we proceed with publication. The faster you return the e-proofs, the faster your book will be completed.

## **Corrections**

You may make corrections to the e-proofs. You will receive a second set of e-proofs to confirm these corrections. Allow roughly three to five business days per set of corrections.

# Submission Guidelines

To facilitate the smooth flow of the publishing process, make sure that you have prepared your manuscript and other materials according to the following guidelines.

## Prepare your book for electronic-based submission

Submit your manuscript as a single digital file in either Microsoft Word (.doc) or Rich Text Format (.rtf). If you have a typewritten or handwritten manuscript, take advantage of our Data Entry service.

## Write your book and author summaries

Supply a digital file with the text for your book and author summaries that will appear on your book's back cover and the webpage.

## Send your materials to Xlibris

To expedite the process, we recommend submitting your materials via email to **submission@xlibris.com**.

If you prefer postal mail, please save everything in a flash drive. A traceable mail service like FedEx is recommended to ensure safe arrival.

**Email:** submission@xlibris.com

**Mail to:** Xlibris LLC

1663 Liberty Drive, Suite 200  
Bloomington, IN 47403 USA

\* Please retain backup copies of the materials you send. Xlibris will not be held responsible for any loss or damage to materials sent to us.

# Manuscript Formatting

To facilitate the smooth flow of the submissions and publishing process, please try to comply with the following formatting requirements for your manuscript:

SUBMIT THE TEXT AS A SINGLE WORD-PROCESSING FILE, preferably Microsoft Word. If you use another word processor, please save your file in a Rich Text Format (.rtf ).

WRITE THE FOLLOWING SUMMARIES using your word-processing program and save them as a single file, separate from your main book file:

## Author's Cover Biography

A short one-paragraph description of yourself that will appear on the back cover. Limit to 100 words.

## Author Biography

A longer description of yourself or a message to your readers. It will appear on the author biography page that readers view when they click on your name on the Xlibris website. Limit to 2,000 words.

## Dedication

This will appear at the beginning of your book. Limit to 100 words.

## Book Summary

A short one-paragraph description of your book that appears on the back cover and with your book listing on the Xlibris website. Limit to 100 words.

## Book Description

A longer description of your book that appears on your book's page on the Xlibris website. Limit to 4,000 words.

IT IS ADVISABLE TO SUBMIT ALL FILES VIA E-MAIL to **submission@xlibris.com**. If you are submitting a hard copy, please see details below:

- If the files are too large to fit on a disk, split the files into two parts and send two disks, clearly labeled. Please use a flash drive.
- Label the flash drive with your name, telephone number, and the title of your book. Please pack your flash drive inside a protective wrapping to ensure that they will arrive in usable condition, and please make sure you retain a backup copy of your manuscript.



# Graphics Formatting

You may submit hard copy/original images or digital images. Xlibris supports supplied hard copy images up to 12" x 17", including original images on paper (original art such as watercolors, line art using ink, etc.) and photographs. If you are submitting digital images, please read the following formatting requirements:

- Images are saved as either TIFF or JPEG files in CMYK color mode.
- To ensure quality reproduction, all graphics and/or images should have a resolution of at least 300 dpi and be in actual size.
- Save all image files as separate files. Please do not embed or paste images in your manuscript.
- Indicate where you want the images to appear in your manuscript by inserting notes enclosed in angle brackets (e.g. <insert image1 here>). Please make sure you use the right filename for easy reference.
- Aside from the interior images, you have the option to submit the following:
  - Cover Image: to be placed on the front cover of the book
  - Cover Design: photo or illustration file for your book cover
  - Author Image: to be placed on the back cover of the book



# Book Production

The in-house printing facility of Xlibris ensures that your final product is the best quality. Our continued dedication to book quality sets the standard in the supported self-publishing industry.

## Paperbacks

Xlibris paperbacks are comparable to books you find on a bookstore shelf. Xlibris books are perfectly bound, and all covers are laminated for durability and protection.

## Hardbacks

Xlibris produces library-quality hardback volumes. Each hardback is perfectly bound and comes with a glossy dust jacket, which is printed on paper stock of the highest quality and laminated for durability and extended shelf life. The title and author's name are embossed onto the hardback's spine in a classic typeface for a professional presentation.

## E-Books & Audiobooks

The growth of e-book publishing is nothing less than phenomenal with unit sales already overtaking printed versions. Audiobooks, on the other hand, have enjoyed established sales growth for over three decades now. While each format has its distinct technological advantages over the printed page, making your book available in both formats allows you to tap into your target market and generate alternate royalty streams for years to come.

## Leather-Bound Editions

These exclusive library editions of your book are available as either Consul, Diplomat, or Ambassador. All are exquisitely handcrafted, custom-made, precisely stitched, and bound to last a lifetime. Call your publishing consultant at **844.714.8691** for details.

# Distribution

With each of our publishing packages, we make your book available for sale through the Ingram distribution network. This reputable company makes your book available through retailers such as Amazon.com, BarnesandNoble.com, and other online booksellers.

In addition, we will assign your book an ISBN (International Standard Book Number) and register it with Books in Print, enabling any retailer around the country to order your book from us.

Your book is also available directly through Xlibris. Orders usually take between 10 and 15 days for paperback and 15 and 20 days for hardcover plus shipping time. We accept book orders through the following:

- Xlibris Online Bookstore
- Email
- US Postal Service and other ground carriers

## Why are we different?

Xlibris is the first print-on-demand publisher to offer elegant leather-bound editions of your book, perfect to keep or give as gifts and custom-crafted to last a lifetime.



# Pricing, Returns, Discounts, and Royalties

## Retail Prices

The retail price is the price that an end-consumer pays when he/she buys your book. A book's retail price is calculated to cover all the costs needed to manufacture the book, make it available for sale in the distribution channel, take orders, and deliver it to your customers.

## Set Your Own Price

This service enables you to control the retail price of your book and the amount of royalties you earn on each copy sold. With the Set Your Own Price service, you can customize the price for the hardcover and paperback versions of your book separately and have the option to change the retail price once every quarter. Call your publishing consultant at **844.714.8691** for details.

## Bookstore Returnability

The inability to accept book returns has been a major stumbling block in the self-publishing arena from the beginning. The Xlibris Bookstore Returnability Program has leveled the playing field by making books returnable through Ingram. When you choose to enroll in this program, you make your work more attractive to booksellers everywhere and increase the market availability of your book. Call your publishing consultant at **844.714.8691** for details.

## Discounts

With author discounts ranging from 30 percent to 60 percent, industry-standard reseller discounts and discounts available on direct orders, we make it as easy as possible for you, your customers, and book retailers to purchase copies of your book.

## Royalties

Xlibris pays royalties on a quarterly basis. Royalty information and book sales can be reviewed on the website under the My Author Center section. These are updated 60 days after the end of each quarter to ensure that only the most accurate data is reported. Note that your royalty statement is not included with your quarterly check.

# Lifetime Support

When you publish with Xlibris, you obtain permanent publication—your book will never go out of print. And we will always be here for you. The following are just some of the benefits you will enjoy as part of the Xlibris author community.

## My Author Center

This website is your interactive portal to all information about your book. Once published, you are able to:

- Check your book sales and royalties daily
- Make changes to your book's page on the Xlibris website, and
- Learn about specials available only to Xlibris authors.

## Digital Flexibility

Because your book exists electronically, you can change or update your content even after it has been published. So if new information comes to light or details change, you can make sure that your work is kept up-to-date with Xlibris's post-publication revision services.

## Affiliate Program

Help writers become published authors and earn extra money by placing Xlibris banner ads and links on your website. All you have to do is fill out the online application on the Xlibris website. Once submitted, your application will be reviewed by an Xlibris representative in one to five business days. When you are approved, you will receive a confirmation e-mail from us with a link to the banner gallery. You then download banners and links customized for you.



# Post-Publication Customer Support

Xlibris has well-trained associates who specialize in all areas related to book publishing. They work with authors who have questions about the following topics:

- Royalties
- Special Book Orders
- Copyright and other Book Registrations
- Quality Assurance
- Other Topics Related to Published Books

## Author Resources

This is a great forum to post recent news and information about your book, feature your story, or learn from the experiences of other authors. It also gives you access to a list of upcoming events and relevant articles about publishing and marketing your work.

## Author Spotlight

We love to recognize your achievements. If you have won an award, made an appearance in the media or if your book carries a special message, you have the chance to be part of our Author Spotlight program.





Xlibris is a place created by authors, for authors. We focus on the needs of creative people and explore more technology and new approaches to make the lives of writers more productive and satisfying.

This guide is an introduction to the Xlibris Publishing Services, but we offer more than just a set of services—we are your community. We provide an environment where you are respected for your craft and where you control your publishing destiny.

We welcome your questions and feedback. Please feel free to contact us.

# Xlibris

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Email: [info@xlibris.com](mailto:info@xlibris.com)