



# PUBLISHING GUIDE

YOUR QUICK SUMMARY

# Thank you for choosing to download our quick publishing guide.

We promise to take you and your  
manuscript on an amazing journey.

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# How does it work?

## Send us your manuscript

In a Word document file together with any images you want to have in your book. We will then assess your manuscript for its suitability. Please note, not all manuscripts are accepted.

## If approved

We assign an ISBN number to your book and get working on your project. If your book arrived already edited, the process is quicker. If we need to edit your book, the process takes longer.

## We produce your book

And have it ready for the global market within 28-days (working days), usually in the order of Kindle marketplace, printed form, and lastly audiobook where applicable.



# The process of your book's journey

During the 28-day window, our design team works tirelessly on your book, from the interior layout to the book cover.

We then plan your marketing media kit and work closely with you to establish a finished product that you are happy and excited about.







# Connecting your book globally

Your book will be available to  
a worldwide audience, giving  
you more power and  
enhance your sales potential.



# Retaining your rights to your works

You retain full rights to your works. As the creator of your content, you are the rightful owner and at no point throughout your book's journey with Newford Publishing do your rights change.



# Marketing your book

We will compile some media marketing content where you can use on all your social media platforms. We produce promotional videos together with branding graphics. We also produce printed marketing material, written articles, and reach out to magazines and newspapers.



# Royalties explained

As a Newford Publishing author, we allocate you with your very own private login page where you can view sales reports.

All royalties from book sales are paid monthly directly into the authors' bank account.





# Lite contract

Our contract terms are very lite, and we only ask due to the nature of copyright and original content. In the documents provided, when you sign with Newford Publishing, you can terminate at any time. You are never bound to us.



**We look forward  
to working with  
you!**

Your publishing team