



## **Clevedon Community Bookshop Co-operative Publishing Guidelines for Authors**

### **Welcome to authors**

#### **Introduction**

The Clevedon Community Press is a small independent press, part of Clevedon Community Bookshop Co-operative. The aims of this Co-operative are twofold: first, to develop and maintain a sustainable second-hand bookshop in Clevedon; second, to enhance the literary and literacy profile of Clevedon and its environs. Our publishing press primarily helps towards fulfilling our second aim, but also, in that it further promotes the Bookshop Co-operative, the Press contributes to the sustainability of our bookshop.

The Community Press, as all other aspects of the Bookshop Co-operative, is owned by its members as shareholders, and run by members as volunteers with other people volunteering from the community. We endeavour to meet the needs of the community, both the people of Clevedon and environs and the community with an interest in the written word, in literary and literacy matters.

The Community Press is run by the Publishing Press Team, one of a number of teams within the Bookshop Co-operative. Through the Board of the Co-operative, it is accountable to Co-operative members.

The purpose of these Guidelines is to inform those of you interested in publishing your work through the Clevedon Community Press of our publishing interests and the procedures we adopt to make fair and transparent decisions with regard to submissions and proposals.

We regard publishing as a co-operative effort. There are many steps between your initial manuscript and the published book and the whole process can take a while to complete. We are committed to helping you and have provided these guidelines as part of this process. We are happy to work with individual authors and with organisations and community groups.

#### **Manuscripts we are interested in**

We will publish fiction and non-fiction. Fiction may include: novels, poetry, plays, memoir and biography, short stories and essays.

We are particularly interested in writings relevant to the community of Clevedon and its environs. And, as a community co-operative, we are interested in publishing work that relates to community co-operatives and to the co-operative movement.

We also will consider children's literature starting at primary school age who are able to read by themselves - as an example perhaps, *Horrid Henry* – text with simple, limited colour pallet illustrations – onwards to young adults. We are not able to publish large multicolour plate illustrated editions requiring extensive artwork, such as *The Gruffalo*. For publisher of this type of book we suggest a to visit <http://ukchildrensbooks.co.uk/publishers/>

With the necessary permissions, we will publish new printings of out-of-date publications.

## **Making a submission**

There are different procedures for fiction and non-fiction submissions:

### **Fiction**

While we expect your manuscript to be completed before you make a submission to us, at the first stage, we ask you only to provide us with:

- a synopsis (up to 2 sides of A4) with a working title;
- a covering letter including the pitch, the word count of the full manuscript, a short biography of 'the author', including details of previously published work;
- the first three chapters, or the first 30 pages, of your manuscript;
- a list of any proposed illustrations indicating whether they are to be colour or black and white;
- if your work is already published elsewhere, you must provide us with evidence that your publisher agrees to the Community Press publishing a reprint or new edition;
- your full name, and any contributor/s title/s, full name/s;
- your contact details, including postal address, email address and phone number.

### **Non-fiction**

For non-fiction, we do not expect you to have completed the work at the time of submission and accept a proposal as follows:

- a detailed plan of the proposed publication including chapter headings and summaries, and an estimated word count of the full work;
- a list of any proposed illustrations indicating whether they are to be colour or black and white';
- a covering letter including the audience to which the publication would be addressed;
- if your work is already published elsewhere, you must provide us with evidence that your publisher agrees to the Community Press publishing a reprint or new edition;
- a short biography of 'the author' including details of previously published work;
- your full name, and any contributor/s title/s, full name/s;
- your contact details, including postal address, email address and phone number.

### **The form of submissions**

Our standard format for fiction and non-fiction submissions is as follows:

- the submission, a fiction manuscript or non-fiction proposal, must be your own personal and original work;
- the manuscript must be in English, A4, double-spaced, with 3cm margins;
- the submission must be submitted in electronic format as a word document in portrait orientation, by using Dropbox, a memory stick or an attachment to an email;
- if submitted on a memory stick, and your address is outside Clevedon, please provide a SSAE (stamped (appropriate postage), self-addressed envelope).

## **Our decision-making process**

Our aim is to be transparent and helpful to you. The Publishing Press team will consider all submissions and proposals. To ensure fairness, the usual safeguards will apply to ensure that there is no conflict of interests on the part of those involved in its decision-making processes.

If the manuscript comes within the remit of the Community Press, the Publishing Press Team will arrange for it to be externally reviewed, anonymously, by three members of the Co-operative who will provide feedback for consideration by the Team. External reviewers will be selected on the basis of expertise relevant to the proposed publication. There may be circumstances when it is necessary to seek external reviewers from outside the Co-

operative. In this case, the Co-operative will select potential reviewers on the basis of their known expertise and experience.

The Team will make the decision as to whether the submission is appropriate as a Community Press publication and make a recommendation for publishing. It will also prepare a business case for the publication and forward this, with its recommendation, to the Board of the Co-operative for its consideration and approval. The publishing decision may be:

- to request that the author(s) provide the full manuscript with a view to possible publication;
- to request that revisions be made to the submission (fiction) or proposal (non-fiction) for it to be further considered;
- to reject the submission or proposal.

Should we suggest that a re-submission or a re-worked proposal be made, we will provide you with as much detail as feasible drawing from the reviews of your work.

Should we request that you submit the full manuscript for consideration, your work will re-enter the process and be sent for review as with your initial submission. Depending on external review and consideration of this by the Publishing Press Team, a publishing decision will be made:

- to accept the manuscript for publication;
- to request that revisions be made to the manuscript or work for it to be further considered, and this request will be accompanied by detail from the review process;
- to reject the submission or proposal.

The Board will be informed of the Team's publishing decision. If necessary, at this stage, the business case will be revised and forwarded to the Board for its consideration and approval.

### **The contract**

Should the submission be accepted for publication, then a contract will be made out to be agreed by the author(s) and Clevedon Community Bookshop Co-operative detailing:

- title of the publication;
- date of publication;
- number of copies in the first printing;
- the use and number of images;
- selling price;
- marketing strategy;
- commission;
- any further changes to the manuscript must be approved in advance of publication.

### **Marketing**

We will work co-operatively with authors to maximise sales of all publications. In this, we acknowledge that authors themselves will have channels through which publications may be promoted and we will encourage that these be used to maximum effect.

All publications of the Clevedon Community Press will be placed on sale in Clevedon Community Bookshop in Clevedon. They will also be catalogued for sale online from Clevedon Community Bookshop through the websites of international book distributors.

We will make copies available for sale through other outlets such as other retail outlets and organisations within Clevedon and its environs, at a wholesale price of two thirds the recommended retail price, and will be advised by authors on other potential outlets.

Clevedon Community Bookshop Co-operative, through its marketing team, is committed to promoting our publications through its members, through press releases to the local press, and to the national press with the assistance of Co-operatives UK. The Co-operative will also encourage authors to help promote their publication through our events team hosting author events in Clevedon Community Bookshop.

### **Commission**

Commission will be agreed with author(s) at between 5% and 10% of sales. This means 5% to 10% of the recommended retail price of books sold directly by the Co-operative through its own outlets, and 5% to 10% of the discounted price of books sold by the Co-operative for sale by other organisations and retail outlets. Commission will be paid in instalments depending on the rate of sales of the publication.

Only on very rare occasions will small advances be made to the author. In this case, the advance will take the place of commissions on sales. Commission will only start to be paid when the commission that would have been paid on sales covers the advance paid.

### **Further information**

- We expect author(s) to take care to avoid breaching copyright. Permission from the copyright owner must be obtained for any third-party materials cited that fall outside the remit of 'fair dealing'. For information on the interpretation of fair dealing in UK law, please consult the Society of Authors website.
- Artwork and Images must be your own work, or attributed to those commissioned by you, ie not obtained from the internet or elsewhere.
- Clevedon Community Press will not consider 'vanity publishing' (submitting manuscripts with excessive optimism regarding their skills or achievements).
- Publications of the Community Press will not contravene the internationally agreed Co-operative Principles and Values.
- If feasible, the Community Co-operative will offer a service to help in the revision and editing of writing to a publishable standard. Such a service would be costed and a quotation prepared. Other such resources are available on web sites such as, <http://adventuresinfiction.co.uk/manuscript-appraisal/>
- The decision of Clevedon Community Bookshop Co-operative is final and not open to questioning or appeal.

### **Looking forward**

The Clevedon Community Press is a new initiative for Clevedon Community Bookshop Co-operative. It complements other aspects of the Bookshop Co-operative which we have developed successfully since our Co-operative was founded in September 2010: our bookshop in Clevedon, our internet shop and our bindery. Our first book was published in 2016 - *Writing on the Lake: an anthology of poetry and prose* – the outcome of a writing project undertaken in partnership with a Clevedon community organisation, the Marine Lake Enthusiasts Society, to commemorate the re-opening of the restored marine lake in Clevedon. We welcome manuscripts and proposals from individuals, and from community groups and organisations, and look forward to working with you.

**Contact Details for Clevedon Community Press**

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