



MIDNIGHT INK

SUBMISSION GUIDELINES

GENERAL SUBMISSION GUIDELINES INFORMATION PACKAGE

Thank you for your interest in Midnight Ink. We welcome submissions and queries from all writers, whether represented by an agent or not. To save you time and effort, we have prepared these Guidelines. They explain the information we need to consider a manuscript for publication. Please read the Guidelines carefully before submitting anything.

PREPARING YOUR MANUSCRIPT FOR SUBMISSION

General Approach. Seeing your book in print is the reward for a long, arduous creative effort, and publishers understand and respect that. But publishing is a business, and you must regard potential publishers as you would any other professional contact. That is, be prepared, well informed, and realistic. Use your library and any good bookstore for "How to Get Published" guides. The Writer's Market, updated annually, also has excellent general guidelines on preparing a submission, and there are some good FAQ (frequently asked questions) sites on the Internet. Patience is another publishing virtue. Given the volume of submissions Midnight Ink receives, it can take six months for us to respond. If a manuscript requires a second read, it may take even longer.

Submission Package. Midnight Ink accepts entire manuscripts for submission or proposals (cover letter, outline, and sample chapters). In either case, we ask you to observe some simple submission rules. In general:

- Inform us if this is a multiple submission, and include the number of current submissions.
- We welcome un-agented authors, but if you do have a literary agent, provide the agent's name, address, and phone number.
- Date and sign all materials, including correspondence, manuscript title page, and disks.
- Complete and include the Author Questionnaire and Biographical Data & Book Info Form included with these Guidelines. These forms are essential for our acquisitions, production, marketing, and publicity departments, and your submission will not be reviewed without them. Note: Keep copies of your manuscript, computer files, and correspondence for reference and to protect against loss. Never send us your only copy! We cannot accept responsibility for the return of these materials. If you'd like your work returned to you, include an SASE with sufficient postage.

Send your submission to:

Acquisitions Department
Midnight Ink
2143 Wooddale Drive
Woodbury, MN 55125-2989

Specifications. On the manuscript itself, consistent page format is very important. We require the following.

- Use a standard, easy-to-read typestyle – Times, Courier, Palatino – in 11 or 12 point type. We cannot accept handwritten manuscripts or manuscripts set in script type or all capitals.
- Page margins should be 1" on both sides, top, and bottom. Right margin should be ragged.
- Double-space lines, both within and between paragraphs. Use tabs to create paragraph indents.
- Use one space between sentences.
- Punctuate the text according to The Chicago Manual of Style, i.e. use proper em dashes, curly quotation marks, and insert punctuation marks inside quotes versus outside.
- Paginate the manuscript consecutively from beginning to end. Do not paginate chapters separately. Format your page header to include your last name, manuscript title, and page number. Position the header to appear in the upper right hand corner of each page.
- Provide an accurate word count for each chapter, and a total page count.
- Date and sign your title page.
- Print the manuscript on 8-1/2 x 11" medium-weight white paper, one-sided. [For those outside the U.S.: if you do not have access to 8-1/2 x 11" paper, use the closest size available.] We prefer letter quality, laser printed pages, but we will accept high-quality dot matrix or ink jet printouts.
- Do not staple or use a binder/folder of any kind.

CD/disk Submission. In addition to a printed ("hard") copy of the manuscript, we require a Microsoft Word version saved on a standard CD (highly preferable) or on a 3.5" computer disk. If your manuscript is under 350 pages, save the manuscript as one document. If your manuscript is over 350 pages, save the manuscript in two parts as two separate documents.

If you do not have Microsoft Word, save your files in "Rich Text Format" (.rtf). We will not accept files saved in Quark, Claris Works, or MacWrite.

Note: We will not accept submissions via email. However, should we encounter problems importing your files into our software, we may ask you to email the text, so please do not alter or delete your files until your work has been printed.

Clearly label any CD or disk you send with the following information:

1. Title of manuscript
2. Author's name and signature
3. Date (ALL CDs and DISKS MUST BE DATED AND SIGNED)

4. Software used to create files

Later in the process, we may ask you to do revisions on your manuscript. If you revise, you must submit a new, complete hard copy and CD/disk, dated and labeled as a "Revised Version" on both the CD/disk and on the manuscript title page. In addition, please insert a "#2" in the header of the revised manuscript.

MIDNIGHT INK'S EDITING PROCESS

If we decide to publish your manuscript and you agree to the terms of our contract, an editor will be assigned to produce the book. Midnight Ink reserves the right to edit all or any part of the completed manuscript submitted by the author, and to make the final decisions in terms of editing. Our editors are skilled in the organization and clarification of text, and work with each author to ensure that the editing process is one of partnership. They take a good deal of direction from the Vision meeting, where many decisions involving the structure, content, and tone of the book are made. Editing is done for clarity, consistency, and overall technical correctness, which includes punctuation, grammar, and stylistic points.

PROMOTING AND MARKETING YOUR BOOK

Publishing involves much more than merely printing a book and waiting for orders. The success of any book's sales involves publicity and promotion, and it is vital that you work with us in this regard. Trade catalogs profiling new releases are produced three times a year to match the buying and promotional patterns of the book industry. These are used by booksellers, wholesalers and distributors, and other industry sources.

Our sales program is international, with distributors in Africa, Australia, Canada, Latin America, Europe, India, New Zealand, and elsewhere. We have arrangements with French, German, Italian and Spanish language publishers who market foreign language editions of many of our publications. We also publish original works in Spanish. Note: Midnight Ink is a for-profit publishing house, not a vanity press. This means we pay all publishing costs and the author receives a percentage of the sales of his or her book.

The following Author Questionnaire and the Author Biographical Data & Book Information Form ask for information essential to our Marketing and Publicity Departments, for writing catalogue and back-cover copy, developing press kits, and scheduling publicity events. Both forms must be completed and included with your submission. Your submission will not be reviewed by Acquisitions without them.

AUTHOR QUESTIONNAIRE

About the author. This information will be used for publicity and promotional tools, as well as in the front matter of your book. Please do not provide any information you would not like to see in print!

In 100-250 words, tell us about yourself.

- Who are you and what is interesting about you?
- What is your best publicity medium (i.e., where and how do you feel you would best represent your work)?
- What strengths do you possess that we can use in promoting your book? Experience in media interviews? Willingness to travel? Please list the following specifics.
- Any significant periodicals in which your work (especially related to this book's subject area) has been published.
- Media or broadcast interview programs (or types of programs) that you believe will be particularly interested in this book (including names of personal contacts).
- Have you appeared on media shows or in print? Do you have copies of the interview(s)? Do you have contact names and numbers?
- Recognized writers whom you believe might be willing to read galleys and write comments for publication, including cover and advertising "blurbs" and reviews. Please include addresses, if known, and indicate whether the person is known to you personally.
- Are you fluent in any languages other than English? Could you effectively participate in that language in foreign media interviews, seminars at international gatherings, etc.? Are you able to write in a second language?
- Bookstores or other pertinent sales organizations where you are known and that may be responsive to personal promotional opportunities (book signings, lectures, workshops).
- Do you have a professional photograph that can be used on the back cover of your book?

About the book.

In 300-500 words tell us "Why You (the consumer) Should Read This Book."

- What is this book about?
- What makes this product unique?
- Are you aware of any similar books?
- What do you believe distinguishes this book from comparable titles?
- Develop some advertising blurbs. You are the author; you know the book better than anyone else.
- Describe the audience, including age group, to whom this book is directed, and why you believe this audience will be responsive to your book.

- Other than through trade or specialty bookstores, how do you believe this audience can best be reached?

Finally, tell us about your other publications or works-in-progress.

- List any previously published works, sequentially, with title, publisher, year.
- List any works that are forthcoming, with title, publisher, and anticipated publication year.
- List any books you are now working on or planning.

AUTHOR BIOGRAPHICAL DATA & BOOK INFORMATION FORM

Information you supply on this form is required for the Library of Congress "Cataloging in Publication (CIP)" program, for inclusion on your book's copyright page. Our Acquisitions, Production, Publicity, and Marketing Departments also all use this information. Please fill out the form completely, and PLEASE PRINT CAREFULLY.

Author's legal name as used in contract (last, first, middle):

Author's name as it should appear on the book's title page (first, middle, last):

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Title of Book:

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Size of manuscript: _____ pages _____ words

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Primary audience for whom this book is intended:

Brief description:

Any other English language edition(s) if different from this title (and publisher, place, year):
