

# Manuscript Submissions

## GUIDELINES

We offer two modes of publishing: Royalty Basis and Self-Publishing Contract.

### **Royalty Basis**

For the royalty basis publishing, we assume the expense of editing, printing, binding, advertising, and promotion of the published work. Distribution will be accomplished through our own sales personnel and under our own imprint. Unsolicited manuscripts are not guaranteed to be published. If unpublished, they will be disposed unless author provides a postage paid self addressed envelope or mailing vehicle. Please allow 4-6 weeks for a response.

### **Self Publishing**

Recognizing the difficulty for an author to get published, we seek to help authors of quality works get published. For Self-Publishing Contract basis, we provide the means for the self publisher to get his/her work in the main distribution channels. We can develop the project from beginning to final published product or we can take a current project and consult on the development of the project from editing, printing, and binding. The promotion, advertising, and distribution will be the primary responsibility of the author or agent, however Celeste Press understands the importance of distribution channels in the success of a project and Celeste Press will allow use of its world wide distribution channels for a fee and under certain terms. Please allow 4-6 weeks for a response for submission. A proposal will be submitted to author regarding publishing possibilities.

## Publishing Criteria

- Must meet criteria of either Empowering, Encouraging, Enlightening, Educating, and/or Uplifting Humanity. (Degrading material will not be considered.)
- 1-page synopsis of work
- Why is this work important to publish? How is it different from anything already written? What is the primary market for this work?
- At least fifty pages to be considered
- If it's a longer work with many chapters, send at least two or three chapters of the work.
- Typed and double-spaced
- Proofread for typographical and grammatical errors unless otherwise noted
- SEND ONLY COPIES of any related artwork, photographs or layout boards. KEEP ALL ORIGINALS.
- SEND ONLY COPIES of any other manuscripts-related materials. KEEP ALL ORIGINALS.

- Correct postage and a self-addressed envelope should be sent. In the event that the work will not be published, it will be returned as long as correct postage is provided.
- Do you desire this to be a publisher sponsored work or a self-sponsored work?

## **Basic Manuscript Guidelines**

### *The Front*

- Title page.
- Dedication.
- Table of contents, include chapter title, and two heading levels, if applicable. (Note: Do not include page numbers.)
- Preface.
- Acknowledgments.
- Introduction, if applicable.
- Foreword, if applicable or available. (Note: the foreword usually is written after the manuscript has been submitted.)

### *The Body*

- Include appropriate citations within the text.
- If the manuscript has parts, include part openers with a part opener title.
- Make sure the pages are numbered consecutively.
- There is no need for any header or footer. This will vary greatly.

### *Art Package (Figures and Tables)*

Create a separate file and hard copy for the art package. Check for compatibility of software to use for generating figures and tables.

- Figures
- Illustrations
- Photos
- Cartoons
- Tables
- Forms
- Maps
- Charts

### *Back Matter*

Bibliographic references should be formatted carefully and listed completely. Consult the Chicago Manual of Style.

- Endnotes, if applicable.
- Bibliography.

- About the Author.
- Appendix, if applicable.
- Glossary, if applicable.

*Permissions*

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Mail To:

Publishing Editor  
Celeste Press  
PO BOX 55039  
Atlanta, GA 30308