



Author Questionnaire

Monday, August 13, 2007 9:35 AM

From: "PublishAmerica Pre-Production Team" <Megan@publishamerica.com>

To: undisclosed-recipients

Dear Author,

Welcome to PublishAmerica!

Below is our author questionnaire. Please fill it out completely and return it with all requested materials by 14 days from today.

It is important to send all hard copy material in **ONE** package, and all electronic material in **ONE** email, with the title of your book in the subject line.

TO ENSURE THE MOST EFFICIENT MOVEMENT OF YOUR MANUSCRIPT THROUGH THE PRODUCTION PROCESS, PLEASE DO NOT SEND ANYTHING UNTIL YOU ARE READY TO SEND EVERYTHING.

If you have any questions about this questionnaire, see our FAQ page at <http://www.publishamerica.com/AQ>

For answers to all other questions, please visit: <http://www.publishamerica.com/support/>.

We are happy and proud to be publishing your book.

Sincerely,
Megan Battista
Pre-Production
PublishAmerica, LLLP

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For your convenience, please follow these instructions for answering the questions:

- Print this message
- Click REPLY
- Delete everything below the double line below
- Read the questions
- Put your answers here:

1. a.
- b.
- 2.
- 3.
- 4.
- 5.
- 6.
7. Labels printed and/or attached?
8. Back cover text (no more than 150 words for synopsis and 50 words for biography):
9. Cover suggestion:
10. Manuscript attached/included?
11. Where did you hear about PublishAmerica?
12. In what genre would you place your book?

13. Will you be sending author photos for this book? Yes or No

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 Delete these lines and everything below them
 =====

Author Questionnaire - EMail Section

1. a. Your legal name
 - b. Your name as you wish it to appear on the title page
 (pen name, pseudonym or nickname)
2. Title of manuscript, plus subtitle if applicable
3. Your date and place of birth
4. Citizenship and social security number (for tax purposes only), for United State Citizens only.

We are required by the U.S. Department of the Treasury to request that our foreign authors fill out a so-called W-8 form. You will find the form here: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. This is for non United State Citizens only.

Regulations under the Internal Revenue Code, which covers the U.S. tax laws, require us to withhold 30 percent of a foreign author's royalty amount if we are not in possession of that author's signed W-8 form. This is a one-time occurrence: once you have filled out and mailed the form to us, you will not be subject to any further formalities as far as the U.S. government is concerned, and your royalties will not be taxed under U.S. law.

While government forms may seem intimidating, this one is really very simple. Here's how you fill it out:

Part I, question 1: your name;
 question 2: your country;
 question 3: check box "Individual";
 question 4: your address;
 question 5: ignore;
 question 6: ignore;
 question 7: ignore;
 question 8: ignore;
 Part II, question 9a: your country;
 question 9b through 9e: ignore;
 question 10: ignore;
 Part III, question 11: ignore;
 Part IV: sign and date.

This is all the guidance you need, but for those who are interested in more background, see <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>.

After you have signed the form, please put it in an envelope, and at your earliest convenience mail it to PublishAmerica, Royalties Administration, P.O. Box 151, Frederick, MD 21702, USA.

5. Home address (please include zip code and city)
6. Home telephone number and e-mail address

7. As a courtesy to you, PublishAmerica will be happy to create and mail an announcement letter to people who know you well enough to be interested in your success as a writer: personal friends, colleagues, relatives, etc. If you would like for us to do so, please prepare a list (names, and addresses) of those individuals. If you

would like a copy of the flyer sent to you at the time of the mailing, please don't forget to include a self addressed label. Please furnish as an e-mail attachment for our files, or print the addresses on white address labels for our direct-mailing use. We will inform your contacts about the upcoming release of your book.

Please limit your list and your labels to a maximum of 100 contacts. Also, please do not include businesses or organizations of any kind, including bookstores, media contacts, or government organizations. Include friends and associates only.

If you are emailing us the list, you may use any spreadsheet program, such as Microsoft Excel or Corel (WordPerfect) Quattro Pro to enter your names and addresses in the following format for email back up:

Spread sheet Example:

Name	Address	City/State/Zip
John Doe	123 Main St	Anytown, MD 21701
Jane Smith	456 New St	Newtown, MD 21333
Sam Brown	567 Main St	Anytown, MD 21703

If you are unable to access a spreadsheet format, please provide it in the following format:

John Doe
123 Main St
Anytown, MD 21701

8. Please prepare back cover text (no more than 150 words for synopsis and 50 words for biography) For examples please visit www.publishamerica.com/blais.html and have a look at the titles there.

9. If you have any suggestions for the cover of your book please submit the complete cover design (spine, front and back cover) as an e-mail attachment only in PhotoShop as long as it is understood that the design is free of rights, that it must be accompanied by a written and signed rights release statement from the artist, and that it will only serve as an indication of the author's preference. We must and will at our discretion make adjustments or even complete changes. We do not accept hard copies of cover art.

10. Your complete manuscript, formatted as per the following guidelines

NOTE: Please ensure that your manuscript is ATTACHED to the email message, and is NOT part of the actual message:

a. May be saved by a Windows PC, a Macintosh, a Unix computer, or any type of computer or word processor, in any of most major formats, including:

Microsoft Word	.doc
Microsoft Works	.wps
Corel WordPerfect	.wpd
Rich Text Format	.rtf

If your program does not have this capability, choose SAVE AS, instead of SAVE, and select one of these formats. If you have difficulty doing this, please consult your local computer company. If your manuscript is submitted in any other format, it will be returned to you.

b. Complete manuscript should be **ONE** file - do not send multiple files
(as in separate chapters, etc.)

c. No headers or footers, but chapter titles and or numbers are fine.

- d. No page numbering.
- e. No embedded images.

If your book was approved for graphics, photographs, images, etc., please submit them all in an e-mail. Please keep these guidelines in mind:

- Scan pictures at 600 DPI
- No larger than 4" wide x 7" high
- Save as Photoshop, Tif, or Jpeg
- Use name in the order they appear (pic 01, pic 02...)
- If you have a caption, please place there as well:

-Example:
 (paragraph)
 Pic 01
 Caption
 (paragraph)

All graphics must be free of rights, that it must be accompanied by a written and signed rights release statement from the artist.

- f. No tables or columns (table of contents is fine).
- g. Name the file with your own name, and include the book title, such as Shakespeare-RomeoAndJuliet.doc.
- h. The manuscript should be laid out in this format:
 Page 1 - Should contain only the book title and author name.
 Page 2 - Optional dedication
 Page 3 - Optional acknowledgements
 Page 4 - Start of actual manuscript

Please note at the top of your manuscript if your book has odd or foreign symbols, slang, or foreign letters you'd rather not have removed, or special formatting or editing instructions.

11. Where did you hear about PublishAmerica?

1. Author Referral (please specify)
2. Amazon.com
3. Google.com
4. Yahoo.com
5. Other Search Engine (please specify)
6. AuthorsDen.com
7. LiteraryMarketplace.com
8. Link from Other Site (please specify)
9. Word of Mouth
10. Magazine Ads (please specify)
11. Newspaper Ads (please specify)
12. Newspaper Reviews/Articles (please specify)
13. Magazine Reviews/Articles (please specify)
14. Christian Writer's Market
15. Literary Agent
16. Second Book
17. Children's Writers Market Book
18. Other Publishing Company
19. Conference
20. Writer's Digest Magazine

- 21. Other
- 22. PA Marketing Effort

12. Is your book Fiction or Non-Fiction?

In order to place your book in the appropriate category on our website and the other websites, please choose just one of the following more specialized genres:

- 1. Adventure
- 2. Children's
- 3. Christmas
- 4. Cooking
- 5. Education
- 6. Family
- 7. Fantasy
- 9. Gaming
- 10. Health
- 11. Historical Fiction
- 12. Historical Non-Fiction
- 13. Horror
- 14. Humor
- 15. Inspirational
- 16. International Authors
- 17. Law Enforcement
- 18. Mystery
- 20. Philosophy
- 21. Poetry
- 22. Romance
- 23. Science
- 24. Sci-Fi
- 25. Self-Help
- 26. Short Stories
- 27. Southern Fiction
- 28. Southern Non-Fiction
- 29. Spiritual
- 30. Suspense
- 31. Thriller
- 32. Western
- 33. Young Adult
- 34. Other (if not listed)
- 35. Sports
- 36. Full-Color Books
- 37. Drama
- 38. Autobiography
- 39. Memoirs
- 41. African American
- 42. Business

Author Questionnaire - Hard Copy Section

13. Please send as hard copy 3 glossy black and white or color prints (5x7") of a recent photo of yourself. The pictures do not have to be all of the same pose. Be sure the photographer allows reproduction without fee.

Please be aware that these photos will be used for the back cover and promotion of your book. These should be quality photographs. You may email these pictures at 600 DPI saved as Tiff, or Jpegs.

Materials may be sent via USPS to:

Pre-Production Department
PublishAmerica
P.O. Box 151
Frederick, MD 21705-0151

14. You are now eligible for a free website from PublishAmerica at: www.publishedauthors.net. You will be able to sign up by following the link at: **FREE Email and Website - Sign up here!**. That link will take you to a form where you will need to enter your name, your book's title, and the like. We hope you will take advantage of your free website.
