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1. What's included in the publishing fee?

We at Grosvenor House Publishing have worked very hard to offer you, the author, a comprehensive, affordable and quality alternative to the all too often frustrating world of conventional publishing. We offer the following services to enable you to realise your dream of becoming a published author.

You will receive all of the following:

- Full text typesetting of your manuscript - professional typesetters will manually layout your book in high resolution, ready for print.
- High resolution typesetting of your cover - your book cover front, spine, back, and inner flap text (if dust jacket), will be typeset in high resolution ready for print.
- A pdf proof copy of your book followed by your cover proof will be emailed to you for approval prior to going to print.
- Five complimentary printed copies of your new book - upon receipt of your approval, your book will be sent to press and five books will be with you within 7-10 working days.
- An ISBN number - International Standard Book Number. Your book will have its own ISBN number assigned which will enable you to sell it via any bookstore or internet site.
- Online distribution to all major online retailers and wholesalers for one year which is then renewable for £39.00 for one year or £68.00 for two.
- Placed on legal deposit with the six UK National Libraries - not just the British Library.
- Ability to order copies of your book - starting from just one copy! Print on demand (POD) allows you to order further copies of your book with no minimum order. Just let us know the quantity required and we will send you a wholesale printing and shipping quote.

****We aim to deliver the first five complimentary copies of your book in around 10 weeks from receipt of book materials****

2. What is the difference between traditional publishing and self-publishing?

A traditional publisher is interested in publishing books that will generate income for both themselves and the author. Their initial costs will be high; they have a full quota of staff to proofread, edit, typeset, QA check, review and administer every aspect of the publishing process. They also have sales and marketing contacts that will ensure their books are exposed to a highly competitive marketplace. The author puts their book into the hands of the publisher who may wish to make changes to the book or the way it is marketed that are not in keeping with the author's original vision, based on what they believe will work best in the marketplace.

Self-publishing allows any author to publish their book and, for a comparatively small outlay, will receive a good quality product which they are free to market themselves. Self-publishing companies place the responsibility with the author for checking each proof as it arrives back from being typesetters, rather than doing this in-house, therefore keeping overhead costs low. This ensures that the author remains in control of their book and its content at all times. Once published, books will be enabled for distribution with major online retailers and wholesalers; ensuring that authors do not need to be involved in fulfilling customer orders, leaving them free to market the book on their chosen platforms.

3. Why should I use Grosvenor House Publishing to publish my book?

Grosvenor House Publishing (GHP) is one of the most successful self-publishing companies in the UK. Based in Surrey, GHP prides itself on its customer service with friendly 'real people' who will gently guide you through the publishing process and help you with any queries you may have along the way. The company was founded in 2006 by two frustrated authors, Kim Cross and Jason Kosbab, who found it very difficult to get their books published in the traditional way. They saw that there was a demand for professional, uncomplicated and inexpensive self-publishing services and started their own company. Since then, GHP has successfully published over 2,000 titles, a few of which have become bestsellers. Please see testimonials from some of our authors on our website: www.grosvenorhousepublishing.co.uk.

4. What exactly is typesetting?

It is the typesetter's job to convey the text and images of the document in a visually pleasing form ready for print. This includes making sure that the text is accurately distributed, that the different font sizes are specified in a coherent way, that the correct justification and fonts are selected, etc. The most important aspect of typesetting is the readability of the text.

5. Do the typesetters make text alterations?

No. The typesetters will use Adobe InDesign to typeset your text exactly as it has been sent to us and will not correct any spelling or grammatical errors. If you feel that this is necessary, you may want to consider having your manuscript copy-edited or proofread first. (See point 11.)

6. What if my book has a word count of more than 100,000?

We can publish books of 100,000+ words for the following prices:

Word count of manuscript	Publishing price
100,001 - 150,000	£ 995.00
150,001 - 200,000	£1,195.00
200,001 - 250,000	£1,395.00
250,001 - 300,000	£1,595.00
300,001+	£1,795.00

7. How much would it cost to publish a short children's book?

For children's books with a high image count and a low word count there are discounts available - please contact us.

8. Does Grosvenor House Publishing only publish fiction?

GHP publishes books of all genres such as self-help, scientific, reference, religious, autobiography and biography, history as well as children's books and cookery books to name a few. We will not publish any book that contains pornography or includes any incitement to violence, racism or terrorism.

9. Does Grosvenor House Publishing only publish books in English?

We have published books in Spanish, Portuguese and French. We will consider any Latin-based language as long as our typesetters have access to the necessary fonts. Sample pages of any foreign language book would need to be sent to us to assess.

10. Do I need to provide an ISBN?

We allocate an ISBN to your title as part of our publishing package.

11. Does Grosvenor House Publishing offer proof-reading/editing services and what is the difference between the two?

We offer two optional services of either proofreading at £5.00 per 1,000 words or copy-editing and proofreading with price upon application on receipt of your full manuscript. All of our editors and proofreaders are professionals with both qualifications and experience and all will work on a manuscript using Microsoft Word Track Changes. We will return your manuscripts with instructions on how to accept or reject each suggested change along with a 'cleaned' version with all suggested changes accepted.

Proofreading consists of checking and correcting the spelling, grammar and punctuation of a written manuscript as well as the consistency of style.

Copy-editing further includes suggesting re-wording to improve the flow of text, checking facts and references and alerting the publisher and author of any possible legal implications. Proofreading is also included as part of the copy-editing process.

Please note that there is an industry standard tolerance of 5-10% for both copy-editing and proofreading, depending on the complexity and quality of the original manuscript, see www.sfep.org.uk/standards/standards-in-proofreading/#text-perfect but our aim is 1%-5%.

12. Can I publish a colour book?

Yes. Publishing in black & white or in colour does not affect the initial publishing cost. However, the cost of printing in colour is more expensive than black & white and any book that includes colour is classified and priced as a colour book. We have two colour options - Standard Colour 70 (inkjet) and Premium Colour (digital) which are both printed on 105 gsm white paper. Please find print costs also attached to this email.

13. Can I publish in paperback and hardback?

Your publishing fee includes just one format i.e. paperback OR hardback. If you would like your book published in both formats, there will be an additional charge of £100. This includes a second ISBN, online distribution, copies sent to the six national libraries and one copy sent to you.

14. Do you want to see my work before you accept me for publication?

We would like to see a couple of chapters of your manuscript prior to you entering into an agreement with us. It is important that both you and GHP are happy with the standard of work that will be put into the public domain. If we do not think your work is ready to be published, we will offer our advice on how you can improve it.

15. How do I get my book materials to Grosvenor House Publishing?

Once we have approved your sample we will ask you to send your contract and payment. Once received we will invite you to submit your book materials. This can be done either by email or by file upload to our fileshare server (for which we will send you a link).

The complete text of your book should be in one Microsoft Word document. Any images for the covers should be scanned in at 300 dpi to the size required on the page and submitted in jpeg or tiff format. As before, if your files are too large to send as an email attachment, we can send you a link to a fileshare server where you can upload them. Alternatively, they can be posted to us on CD or USB memory stick.

16. What if I don't have cover images?

If you require an image for your book's cover then, for a small fee of around £10-£30, you can purchase the rights to use royalty-free images from a number of different websites, including the following with whom we hold accounts:

www.iStockPhoto.com
www.123rf.com

If you would prefer us to source an image for you please let us have an exact description of what you are looking for.

If you search elsewhere for images online please be careful. Generally you will usually have to get permission to use them from the copyright holder, which is not always possible, and the resolution of these online images may not be high enough to reproduce in printed format. Stick to approved sites for images and you will be fine.

17. Can I include images inside my book?

The cost of any images required on the inside pages of the book is an additional £5 per image for 1-30, £4 for 31-50 and £3 for 51-99. If you have more than 100 images we can send you a price on application. Images will need to be uploaded separately and for the typesetters to know where you would like them positioned, you will also need to embed them in your manuscript or provide image placement instructions with your manuscript. If the images require captions these should be sent on a separate Word document along with the image filename to which each caption applies.

18. Will I see proofs of my book as you proceed with typesetting?

Yes, we will send you electronic proofs in pdf format throughout the process and these can be read using Adobe Acrobat Reader software. If you don't already have this installed, it can be downloaded from here <https://get.adobe.com/reader/>.

The first pdf file you will receive will be a sample proof of the first few pages of your book so that you can check that you are happy with the general layout and fonts etc. before the full interior proof is typeset. There will be no charge for making any changes at this stage.

You will then receive the first full proof of the interior. If you have any amendments at this stage, there is a minimum charge of £35, or £35 per hour, to get these corrected and we will send you a revised proof for approval. As soon as the interior proof has been approved, a pdf proof of your cover will be produced and sent on to you for approval.

19. Do I see a physical sample of my book before it is published?

This is highly recommended but not mandatory. We would normally send your book to press and order your first five complimentary copies. However, if you pick up any errors from these, we may need to charge you a £35 amendment fee (depending on the number of corrections required) and it will cost £70 to upload a revised print file (either cover or interior) to the printers.

In order to avoid these charges, we will encourage you to order a physical proof of your book prior to publication. This will cost approximately £20 - depending on the page count and book format - but will negate the £70 file upload fee and mean that no online retail orders can be placed in the meantime.

20. How do I decide on the retail price (RRP) of my book?

When pricing your book, you will need to consider the cost of printing plus the industry standard 40% wholesaler/retailer listing fee. Deducting these from your RRP will give you the royalty you can expect.

For example, if you decided upon a retail price of £10.00 it would be calculated thus on a black & white paperback with 250 pages:

RRP: £10.00

Minus print cost: £4.13 (£1.63 per cover plus 1p per page)

Minus wholesaler/retailer 40% discount: £4.00

Royalty: £1.87

21. Will the book price be printed on the back cover?

We don't do this as standard since, if the book price is changed, there are costs of £35 to revise the cover proof and £70 to upload the revised proof to the printers. However, we can include the price on request.

22. How many copies of my book will you print?

As part of your publishing agreement we will print five copies and send these to you at no extra charge. This is regardless of whether you have a paperback or hardback book, colour or black & white. If you have opted to print your book in both paperback and hardback, you will receive one copy of your secondary option. After this your book(s) will be available to order on a print-on-demand basis, both to you as the author and to the retailers and wholesalers who will order directly from the printers when required.

23. Where will my book be stocked? How will it be distributed?

Included in the publishing fee is one year's free listing on amazon.co.uk and amazon.com websites along with other major international retail websites such as Waterstones, Foyles and Barnes & Noble. Your book will also be listed with Nielsen Book Data and the wholesalers Gardners and Bertrams. These listings are renewable after your first free year at a cost of £39 for one year or £68 for two and we will email to remind you to renew in plenty of time.

There will be no physical stock of your book held automatically by online retailers or high street bookshops but it will be readily available as a print-on-demand title and all retailers will order copies in as required by their customers via POD.

We will, however, offer you the option to have a small stock held at Gardners by taking out our Enhanced Distribution Agreement for a one-off cost of £50 (see next point).

24. What is your Enhanced Distribution Agreement?

Signing up to this will mean that your book will be physically stocked with the wholesalers Gardners for its lifetime, speeding up the time it takes to fulfil customer orders. This is done on a sale or return basis and you will need to buy back any excess, unsold stock (usually after a year), so that Gardners are not holding too much stock based on their sales predictions. A further advantage of this agreement is that your Amazon listing will show your book as 'in stock' or with a short lead time (typically 3-5 working days) instead of 'Temporarily out of stock' or with an estimated despatch time of anything up to 3 months. Orders made through bookshops will be expedited and there is more chance of you getting your book stocked in shops if it shows as stocked with Gardners. Please ask us for a copy of the agreement for a full description and terms & conditions.

25. What if I don't want my book to be made available for sale?

Just let us know this and we will ensure that your book is only available to order by you, the author, on what is called a 'Short Run' basis. If you decide later to put it on general release, this can be easily done free of charge for the first year.

26. Is my book just printed in the UK?

No, our printers have plants in the UK, US and Australia and Global Connect print partners in Poland, Russia, Germany and Brazil and will shortly include Japan and South Korea. International orders will be picked up via distribution channels and printed in the nearest available facility.

27. Do I need to send a copy of my book to the British Library?

No, we will send copies of your book to all six national libraries (The British Library, Bodleian Libraries of the University of Oxford, Cambridge University Library, The National Library of Scotland, The Library of Trinity College Dublin and The National Library of Wales) as part of the publishing package.

28. Can I also publish my book as eBooks?

We can convert your printed book to eBooks for £195 or publish eBooks only for £495. For published books, we would convert your final approved print files into two different formats: one format for Amazon's Kindle eReader devices and another for all other eReader devices such as iPad, iPhone, Sony eReader, Kobo, Nook. Once completed, the eBook files and metadata are sent to Faber Factory for global distribution to all eBook retailers. Please let us know if you require further information.

29. When do I get royalties?

Any royalties due are sent out twice a year with a sales statement in June and December. Any royalties owed of under £5 will be rolled over to the next period. Also, after your book is sent to press, we will send you details of how to sign up for Public Lending Rights which allows you to apply for royalties every time your book is borrowed from a public library.

30. I'm ready to go ahead. What do I do next?

Please complete pages 1, 6 and 7 of our Publishing Agreement and send us two copies of these, along with your payment. If you prefer to do this electronically, please scan the three pages and email to info@grosvenorhousepublishing.co.uk and request our bank details to make a transfer.

Once we have received your contract and payment we will invite you to send us your book materials and will guide you through the whole process from thereon in.

If you have a question which isn't covered in these FAQs, please don't hesitate to contact us by phone on 020 8339 6060 or email info@grosvenorhousepublishing.co.uk.