

JMC PUBLISHING HOUSE DESCRIPTION OF SERVICES

PUBLISH YOUR WORK

Book Proposal Consultation

- JMC Publishing House will review original manuscript which includes discussion on book layout, book interior design, book cover, publishing and printing options. Additional consultations:

Initial Setup/Expedited Publishing

- JMC Publishing House will expedite the publication of Work based on publishing and printing options selected. JMC Publishing House Expedited Publishing includes a one (1) hour book proposal consultation, typesetting, personalized book cover design and Author's book-print review. Expedited publishing may include obtaining ISBN and Bar Code. Additional reviews will be priced based on the Book Proposal Consultation fee. Printing (including proof) will be charged based on the number of pages per book. Estimated period thirty (30) to sixty (60) business days from the receipt of all materials from Author which includes type written manuscript in hard copy (print), digital format or on a disc.

US Copyright Registration

- JMC Publishing House will complete all forms and requirements to register Author's Work with the United States Copyright Office (USCO).

Copyediting Services

Basic Copyediting

- Review of Work for grammar, spelling, punctuation
- Author will receive a finished MS® Word document with suggestions, allowing Author to accept or reject each suggested change.
- Estimated period forty-five (45) to sixty (60) business days.

Express Copyediting

- Review of Work for grammar, spelling, punctuation and word usage.
- Author will receive a finished MS® Word document with suggestions, allowing Author to accept or reject each suggested change.
- Estimated period five (5) business days

Expanded Copyediting

- Review of Work for grammar, spelling, punctuation, consistency, and word usage.
- Additional assessment of content support and resolution, evaluation of flow, presentation, and sentence structure.
- Author will receive a finished MS® Word document with suggestions, allowing Author to accept or reject each suggested change
- Estimated period forty-five (45) to sixty (60) business days

Content Editing

- Review of Work for grammar, spelling, punctuation, consistency, and word usage
- Additional assessment of content support and resolution, evaluation of flow, presentation, and sentence structure
- Personal dialogue with editor, which will include an in-depth look at their entire manuscript, its contents, character descriptions, and themes
- Author will work with Editor to make changes, updates, and corrections to Work during the process
- Estimated period sixty (60) to seventy-five (75) business days

Illustration Services (not currently available)

Custom Illustrations

- Artist will work with the Author to create artwork to include with the Work
- Author will receive illustration(s) provided by an Illustrator who is skilled and proficient in a variety of artistic styles and mediums
- Number and type of illustrations provided will be based on Author's selection, according to Custom Illustrations Submission Form and Agreement

Cover Design Services

Personalized Book Cover Setup – Initial Cover Setup covered by Expedited Publishing Fee

- Author will provide JMC Publishing House with personalized front and back cover (back cover optional) in digital format as a JPEG or GIF file.

Customer Cover

- Author will work with a JMC Publishing House Design Consultant and Illustrator to design cover for Author's book using royalty free artwork of its own acquisition or accept acceptable artwork from the Author
- Includes up to five (5) hours of consultation and six (6) hours of design production time by a JMC Publishing House Illustrator. Additional time with the Illustrator is available for purchase at the hourly rate of \$65.00/hr

Format

Electronic Distribution (not always available)

- Availability of Author's work in eBook format, available for download through JMC Publishing House bookstore
- Assignment of additional ISBN for eBook version

Hardcover Distribution (not always available)

- Availability of Author's Work as a hardcover book, with dust jacket, under same terms of Paperback Publishing
- Assignment of additional ISBN for hardcover version
- Book must be a minimum of one hundred and eight (108) pages in finished format

Image Insertion

Stock Art Image Placement

- Author may view images supplied by JMC Publishing House and select royalty-free stock art images for placement into their Work
- Price is per image selected

Image Scanning

- JMC Publishing House will scan and create electronic versions of Author's hardcopy images for placement into the finished Work at

Image Adjustment

- JMC Publishing House will provide basic adjustments of Author images as needed
–Includes, but is not limited to, cropping, resizing, light and dark alterations, and rotation

Data Entry

Data Entry with Basic Copyediting

- JMC Publishing House will data enter (type) Author's manuscript into an electronic format for layout and design
- Price for service is based on final page count of manuscript
- Difficulty of material may require additional fees

Book Printing

Author Review Printing

Manuscript printing for Author review will be charged at \$75 each printing with no additional data entry. Manuscript printing with additional data entry will be charged \$0.017 per word. First manuscript printing for Author review is covered by the Initial Setup/Expedited Publishing fee.

Finished Manuscript Printing

Price is based on desired quantity of books

- JMC Publishing House will provide printing services for Work, based on printing options selected within thirty (30) to sixty (60) days from the receipt of all materials from Author which includes a PDF file of Author's manuscript and a PDF file of finished book cover and payment for printing.

Your Marketing Tool

Your Book Marketing Kit

- Author will receive 100 business cards, 100 bookmarks, and 100 postcards
- Each will include Work's cover, title, Author's name, ISBN, purchase information, and short description, which Author supplies

JMC Internet and Web Marketing

- JMC Publishing House will produce a Web site with Author-populated content available at Author's domain name

Author Web Marketing Service

Cost to be decided based on Hosting package selected by Author

- Author's Web Site, hosted & maintained by JMC, Edited and updated by Author