

Submission Guide for Cold Tree Press

The submission of your manuscript is an easy four-step process. This walkthrough may seem long, but we've tried to answer as many questions as possible about the submission process.

The text below breaks it down in detail and will give you an idea of what you'll need to have ready when submitting your manuscript through our "Submit Manuscript" section. Read these over and you will be ready to fill in all the fields as they appear during your submission process. If you have any questions, don't hesitate to contact us (615-353-7800)!

To Begin:

This is where you will fill in all necessary author information. The information you will need is listed below.

First Name

Last Name

Desired User Name

(The name you would like to use when you log in)

Desired Password

(The password you would like to use when you log in)

Confirm Password

Company

(If applicable)

Address

(Valid street address only, UPS will not deliver to a P.O. box.)

Daytime Phone

Evening Phone

Fax

Email

SSN

or

EIN

(Your Social Security Number or Employer Identification Number is required by the Federal government in order for us to be able to issue royalties and will not appear anywhere else, other than our own financial records.)

Step One:

You'll upload your manuscript in this section.

Title

(The title of your book)

Subtitle

(Any Subtitle you may want to include)

Category

(Fiction, History, Humor, etc.)

Pages

(Approximate number of pages. Due to technical restrictions for POD printing, a minimum of total 48 pages and no more than 740 total pages in length is required. To check your manuscript, format it into a 5.5"x8.5" document, single-spaced using a 10-point font size.)

Format Option

(The option you have chosen. Paperback, Hardcover or Combination)

Manuscript Submission

(This is where you will upload your manuscript. Click on the "browse" button and that will take you to your hard drive where you should select your manuscript document.)

Step Two:

This step is where we gather the necessary information to begin work on your book.

Design Notes

(These are your initial thoughts on the visual aspects of your book. Any preconceived ideas you may have. Our designers will start from here and will contact you by phone to go over it. What we recommend, is writing this prior to beginning the submission process, in Word or similar program. This will allow you to open that document and copy and paste it into the field provided. Saving you having to write it "on the fly".)

Cover Art

(This is where you will upload the images to be used on the cover of your book. Up to 3, including author photo, for Publishing Option 1 and up to 5, including author photo, for Publishing Option 2 and 3. All images should be scanned at 300 dpi and saved as CMYK or Greyscale JPG files at approximate usage size.)

Interior Art

(This is where you will upload the images to be used in the interior of your book. All should be scanned at 300 dpi & saved as a Greyscale JPG file at approximate usage size. Be sure you have indicated in the

manuscript where each image should appear. Up to 15 for Publishing Option 1 and up to 30 for Publishing Option 2 and 3.)

Tables

(This is where you will upload any tables to be used in the interior of your book. All should be scanned at 300 dpi & saved as a Greyscale JPG file at approximate usage size. Be sure you have indicated in the manuscript where each table should appear. You may include up to 5.)

Right to Use

(This tells us that all images and/or tables are owned by you and have no prior copyright. If not, you will need to mail us copies of the necessary signed releases stating the usages allowed. Unless these releases are sent we will not be able to include them in your book.)

Author Biography

(This is your biography, as you would like it to appear with your book. Please limit this to 100 words or less. Again, what we recommend, is writing this prior to beginning the submission process, in Word or similar program. This will allow you to open that document and copy and paste it into the field provided. Saving you having to write it “on the fly”.)

Book Summary

(This is just what it says, a summary of your book. Please limit this to 150 words or less and it is a required element. Again, what we recommend, is writing this prior to beginning the submission process, in Word or similar program. This will allow you to open that document and copy and paste it into the field provided. Saving you having to write it “on the fly”.)

Annotation/Book Description

(This is the description of your book and should be retail oriented. This is the paragraph that people will read when deciding whether or not to purchase your book. It will appear on your book as well as with your book in our Catalog section. Please limit this to 100 words or less and it is a required element. Again, what we recommend, is writing this prior to beginning the submission process, in Word or similar program. This will allow you to open that document and copy and paste it into the field provided. Saving you having to write it “on the fly”.)

Sample Chapter

(The sample chapter you would like to use for online sales.)

Manuscript

(A reminder to have your manuscript thoroughly proofed (including spelling, grammar and punctuation) and edited and that it is ready for final production. The services of a professional editor are highly recommended.)

Payment

(Authorization to allow Cold Tree Press to begin work on your manuscript.)

Step Three:

Additional Options

(Add any of the additional options listed. These can also be added at any time during the production process.)

Contract

(This is the contract between Cold Tree Press and our authors. It may be downloaded at many points within the site. We urge you to do so and review it thoroughly before beginning the submission process.)

Billing Information

Credit Card Type

Card Number

CVV2 Number

(CVV2 number protects cardholders from fraudulent use of their credit cards. This 3 digit number is found on the back of MasterCard and Visa cards and appears as a 4 digit number to the right and above the imprinted number on the front of American Express cards. This number is verified by the bank and helps protect your credit.)

Expiration Date

Submit New Title button

(Click on this and your done! Your account will be charged and your manuscript will be on its way. You will receive an email confirmation and Cold Tree Press will be in touch with you within three business days to discuss your book.)

We hope this has explained the process we use and the reasons we ask for the things we do. It's really a fairly simple process. Like we've said, if you have any further questions about this process or the items listed, please don't hesitate to contact us (615-353-7800). We would look forward to having you as one of our authors!