Delivering a project to us (Written)

Overview

Once we agree to publish a project we will confer with creators to determine an approximate release schedule based on the amount of work already completed, along with the rate at which the remainder of the project is likely to be finished at. This schedule also factors in time for us to prepare documents in-house, to arrange for printing and distribution, and a leeway for delays.

Failing to provide us with the files that we require by an agreed date can severely delay a project, so if a creative team thinks they might have difficulty meeting a deadline we encourage them to contact us as early as possible to discuss the matter.

What we require can vary depending on the nature of the project. This document is intended as a guide to producing a written project (novel, short story collection etc). Other guides can be found on our website for dealing with comics and graphic novels.

What is the publication process?

After we agree to accept a manuscript for publication there are a number of steps involved. Many of these are handled entirely by our staff, but areas that creators can expect to be involved in include:

- Redrafting and editing
- Crafting a blurb
- Developing a cover idea
- Input on marketing campaigns

Developing and completing material

We may skip any or all of the following stages depending on our confidence in the creative team, but the general process we would like to follow is outlined below.

Drafting:

Keeping us up to date with drafts as they are written and revised allows us to ensure that the project is running smoothly. A specific editor will be assigned to oversee each manuscript, and they may be aided by other employees of Deadstar Publishing. If concerns arise during the drafting process then we have found it is better to address them early on as waiting can cause worse delays further down the line. Editors will work

with you to address plot points, ensure continuity and consistency of style and tone, and work to polish the project as much as possible. Once a manuscript has been finalised by our editors we will sign off on it and cease requesting revisions.

Blurb and cover
Once the manuscript is complete we will begin putting together ideas for a cover including blurb etc. We will keep creators involved where appropriate and take into account their thoughts and opinions along the way. This may include emails, phone conversations and face-to-face meetings.

Marketing
At this stage the project is nearing its release date. Creators will be consulted for ideas on how to market their work, interviews, press releases, reviews etc may be arranged.

Do I need to format my project?
Deadstar Publishing will fully typeset your project and provide layout for your work. You do not need to do so.

What filetypes should be used?
Documents should be sent as .doc or .docx wherever possible. Do NOT send us pages in .pdf or other formats unless we specifically request them that way. It is far more difficult (if not impossible in some cases) for us to work with files saved in the wrong format.

How to send material to us
We can accept files in a variety of ways, both from USB data drives, CDs, DVDs etc, as well as by email to the-team@deadstarpublishing.co.uk (provided the total size of the files is below 10MB). If the files to be sent are larger than this then we recommend a service such as www.mailbigfile.com that can be used for free. In the future, we may investigate allowing creators to upload files directly to our servers. This document will be updated with details if that happens.

We greatly prefer not to deal with physical copies of a manuscript. The time required to type and process such a document makes the task extremely unprofitable.

General tips
- Save early, save often.
- If in doubt, contact us. We want to see you succeed and will help as much as possible to ensure that happens.

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