



## Regnum Author Information Sheet

1. Assessment Process
  - 1.1 Regnum Books International seeks to establish a list of exceptional quality, characterized by fresh, original and relevant research, reaching significant conclusions.
  - 1.2 All submissions should be of a suitable academic level.
  - 1.3 All work will be assessed by the members of the Regnum Editorial Team (& specialists in the subject area).
  - 1.4 The Publisher's decision will be final.
2. Contract Outline
  - 2.1 Publication will be governed by Regnum standard author's agreement, which is available upon request.
  - 2.2 Royalties will be payable at 10% of net invoice value after the sale of 500 copies.
  - 2.3 The Publisher will market its products through retail bookshops and via direct mail, both to individuals and institutions. Where appropriate, electronic copies may be made in addition to publication in conventional book form, and consideration will be given to publication via the World Wide Web.
3. Author's Requirements for the Publication Process. (For Resource Series, see below).
  - 3.1 Manuscripts should be submitted for production in electronic form in MS Word. It is the author's responsibility to ensure that all material is complete and accurate.
  - 3.2 Index: A list of key terms / names should be supplied with the main text, which is then used to build the index electronically.
  - 3.3 Proofs: Final proofs will be submitted for checking of pagination, etc.
  - 3.4 Cover Design and Production Coordination: The publisher designs the cover in consultation with the author, and it also undertakes necessary production coordination and mandatory mailing of the book to the copyright depository and to the author. This process incurs £180 fee for a typical single-authored book.
  - 3.5 Alterations: Once the final manuscript has been approved, it will not be possible to make further amendments.
  - 3.6 Revised Editions: Revised editions are possible, but only if fresh copy of the entire revised text are submitted.
  - 3.7 Authors who experience difficulty in preparing their manuscript for press should contact the Publisher.
4. Method of Production
  - 4.1 Format: Books will be limp, perfect (unsewn) bound (i.e. paperback style), with a trimmed page size of 229 x 152mm, and a series uniform cover in two colours, overprinted with individual volume details in black.
  - 4.2 Printing/paper: Production will be in high-quality paper by the "on-demand" process.
  - 4.3 Printing Quantity: After an initial print run books can be reprinted in any quantity from a single copy upwards. All titles will therefore remain in print indefinitely.
  - 4.4 Selling Price: Every effort will be made to keep selling prices competitive with conventionally produced publications of similar format and length.



## 5 Cost of Production

The following table lists the current fee scale for Regnum production services (prices are in pounds sterling):

	Single Authored Volume	Multiple Author Volume
Copy Editing	350.00	600.00
Proofreading	400.00	500.00
Production Management & Cover Design	180.00	180.00

## 6 Timescale of Production

- 6.1 Once a completed MS is received publications will take between 6 and 12 months to be ready for production.
- 6.2 Regnum will be responsible for printing and shipping. These will take about two to three months.

## 7 After Production

- 7.1 The author is usually required to purchase 50 copies of the book (this is dependent on the publication arrangements made with the Director and the editorial team, and the exact number will be agreed by the editorial team) at the author's discount price (set for each book).

- 7.2 The retail price guideline is:

Number of Pages	Paperback
Up to 200pp	£12
201pp-300pp	£15
301pp-400pp	£18
401pp+	£25

## 8 Reprint

- 7.1 If no pagination is affected by entering typos, etc., thus, continuing the original ISBN, the publisher will undertake the process.
- 7.2 However, if the revision is substantial, affecting pagination, and requiring a new ISBN, part of the additional expense may be born by the author, in consultation with the publisher.

## 9 Author's Privilege

- 9.1 The author receives 5 complimentary copies.
- 9.2 The author is also able to purchase future copies at a discount, exclusive of shipping and handling charges.
- 9.3 The author also receives discount privilege at the rate established by the publisher for other books published by Regnum, exclusive of shipping and handling charges.

## 10 Queries



## Regnum Books International

*"Opening new horizons in kingdom thinking..."*

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10.1 Please direct any queries to Irim Sarwar (01865-655290) or Email  
(Regnum@ocms.ac.uk).

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