#### How am I paid?

SAP will provide you with a quarterly statement of the account through the last day of March, June, September, and December and shall transfer electronic payments for all earnings by the end of the following quarter.

# How long does the process take?

Depending on the number of projects we have ongoing, the process can take up to four weeks, however, it we have taken a book from initial delivery of the manuscript to submission to KDP in as little as two days.

### I have more own KDP account. Will you format my manuscript for publication on my own KDP account?

Yes, contact us directly for the rates for providing that service.

# What type of promotion services do you provide?

We are not a book promoter, however, we will promote your book through our website and on standard social media platforms. We leave the promotion of your book in your hands. Afterall, who is better to promote the book than the author themselves.



Have you written a book or a have collection of poetry?

# How can I get any additional questions answered?

Visit our website where you can download a copy od our publishing contract.

If you have additional questions about our services, please contact us at publish@SouthernArizonaPress.com.

We will get back with you as soon as we can with an answer.

Let's explore your dream to be a published author together.



PO Box 1145 Sierra Vista, Arizona 85636-1145 520-559-5266 ph info@SouthernArizonaPress.com www.SouthernArizonaPress.com

# Have you thought about publishing, but do not know where to start?

Here at Southern Arizona Press (SAP), we have been there and taken on the daunting task of formatting and submitting a book for publication. Let us navigate the process for you. We have learned and mastered the ins and outs of preparing manuscripts for publication through Kindle Direct Publishing (KDP) and we offer our expertise to individual authors and poets at a cost that doesn't break the bank.

# Let us answer your questions:

# What services do you provide?

Format your manuscript in both paperback and e-reader formats for publication and distribution through KDP. (Front Matter, Body, Back Matter, and Cover Design)

Upload and publish the book in both formats through SAP's KDP account.

Provide you with optional proof copies of the book to review before final publication. (For an additional fee)

Promote your book through our website and on various social media platforms.

Order copies of the book for your direct sales from KDP at cost (Printing cost per coy plus shipping/handling and tax). The books will be shipped directly to you.

Make direct payments to you of your percentage of the royalties for each book or download sold.

#### Do you provide editing services?

If your work needs to be edited, this needs to be addressed separately from the formatting and publishing of the work. We expect the manuscript to have already been edited and free of spelling and grammatical errors when submitted. It should be provided to us ready for formatting and publication. (We will address any minor spelling or grammatical errors with you prior to making any changes in the text of the work.)

## Do I retain all copyrights to my work?

Yes, per our contract, we copyright the work in the name of the author, and you retain all rights to vour work.

# Can I include color artwork or photos in the book?

Yes, however, the use of color artwork or fonts within a book greatly increases the printing costs of the book.

## Do I have any opinion or say on how the work is formatted?

Certainly, it is your work. We format each work based on the industry standards and how we believe it is presented best to the public. You will receive a copy of the formatted work for review, and we are willing to discuss any changes to the format with you before we finalize the project.

## How much is this going to cost me?

We understand that for many new authors, the high cost of having a book published can be daunting and often times is the very obstacle that keeps them from pursuing publication. SAP was created with the vision of providing these services to authors and poets at a reasonable price to encourage the publication of their work for the world to read. Visit our website for more information on the fees we charge for our services.

# How much do I make from the sale of my book?

You receive 60% of the royalties from the sale of your book in paperback and e-reader formats through KDP.

If SAP chooses to offer physical copies of your book on their website or at book fairs or live events, you will receive 60% of the royalties on each copy sold through those venues.

Let us work with you to make your dream of becoming a published author a reality.