



NYREEPRESS LITERARY GROUP  
*Publishing Life for Families*  
[www.nyreepress.com](http://www.nyreepress.com)

# NYREEPRESS LITERARY GROUP

## *POLICIES, TERMS AND CONDITIONS*

*At NyreePress, we care about your book, and your publishing experience with us. As an effort to better serve you, we have provided our Policies, Terms and Conditions. Please review this information carefully. If you have any questions, please contact us at 1-800-972-3864.*

**OFFICE HOURS:** NyreePress operates during the office hours of 9am-5pm (CST) Monday- Thursday and 10am- 1pm (CST) on Friday. Our offices are closed on weekends and holidays. **Our office number is 1-800-972-3864.**

**BOOKS WE ACCEPT:** NyreePress is a publishing company that publishes books that promote messages of faith, hope and a life of joy. We primarily publish books for the Christian Market, however, we also publish a select few types of titles for the General Market. Please see below to learn the types of books that we accept. *Please note that we seek titles that fit our brand. While we appreciate well-written titles, we only publish books that are Christian or inspirational in nature. We have the right to reject any title according to our discretion.*

### CHRISTIAN MARKET

- Novels (Contemporary Romance, Thriller / Suspense, Fantasy, Women's Young Adult)
- Memoirs
- Devotionals
- Christian Living Self-Help
- Prayer Books & Journals

### GENERAL MARKET

- Children's Books
- Memoirs
- Business & Finance
- Health & Wellness
- Gift Books

**PROVISION OF SERVICES:** NyreePress is a publishing servicing company that provides the following services for authors: Writing services, Self-publishing, distribution with two of the largest book distributors-- Ingram Book Company and Baker and Taylor, custom book cover designs through our partner graphic artists, interior formatting and e-book converting. Our books are available at Barnes and Noble, Amazon and Books-a-million and hundreds more online retailers both in the United States and Internationally. While your book will be available in the database of certain retailers, we can not guarantee your book will be available in store for purchase.

**NYREEPRESS SERVICES:** NyreePress utilizes two self-publishing options that include a brief list of services we'll provide under each option. As of October 1st, NyreePress has transitioned into a publishing servicing company with a strong focus on registration, submission and processing. All phases of production will be managed by the author. Phases of production include: editing, cover design, children's book illustrations, interior design and formatting and final approval. does not manage the editing of uncompleted manuscripts, conceptual images for children's book illustrations or any early production phase for books. We publish books that are print-ready after they have previously been produced.

**SELF-PUBLISHING:** Self-publishing at NyreePress gives authors the opportunity to lead in majority of the production decision making, with respect to our guidelines. It's important that we help bring the author's vision to life. Authors play a big part in all design work for their book (cover and interior), editing options, setting the retail price, and more. We follow their lead, and publish the book they desire. Their royalty percentage is higher than that of traditional publishing, because of the investment that's required.

**EDITORIAL GUIDELINES:** NyreePress Literary Group exist to glorify God by sharing messages of faith, hope and grace. Through our children's book brand "Nyree Kids," we aim to bring joy and encouragement to little readers through empowering, faith-filled and family-inspired tales. We are not a vanity publisher because we are very selective with our books. All books must meet our editorial guidelines in order to be accepted. Our guidelines are as follows: All titles submitted to NyreePress must be

professionally edited, approved by the author, professionally designed, and all illustrations or images for interior files must be completed in order to be accepted. (*see books we accept*). We do not accept books with profanity, nudity or racial discrimination. NyreePress reserves the right to accept or deny any book title according to our discretion.

**AUTHOR SUPPORT:** In an effort to help new authors, our focus is shifting to education and support for authors as they pursue self-publishing for their books. As such, we will be scheduling consultations with authors to address any production concerns during the development of their books. We will only advise, and will not manage their books production. We will provide resources for each stage of development that authors can refer to for assistance. And, there will be an hourly fee for author production consultations.

**CUSTOM BOOK COVER DESIGN:** A custom book cover design is included in our packages, because we desire to walk through the design process with our graphic artist and authors to ensure our books are produced according to our required standards. **Custom Cover Design process takes 4-6 weeks.** Please review our guidelines below for the custom book cover design:

- If you are submitting images, please send them as a 300-dpi resolution.
- If your picture was taken professionally, please submit the name and company of your photographer.
- Once the designer has created your proof cover, you are allowed **one round** of corrections or adjustments. The first round of corrections is free, but any additional changes will result in a corrections fee.\*
- The cost of your design is included in all publishing packages.
- If you have another graphic artist creating your book cover, you must submit your book cover for approval. At NyreePress, we hold a high standard for all of our published books. This means we take careful consideration to each step of the process, including the design of book covers. Please send a copy of your book cover along with the contact information of your graphic artist to [cederick.stewart@nyreepress.com](mailto:cederick.stewart@nyreepress.com). You will be notified if your cover has been accepted.

**TYPESETTING / INTERIOR FORMATTING:** During the interior design / formatting process, the designer will format each interior page (including the introduction, copyright page, table of contents, page numbers, margins and all subsequent pages in the manuscript). The designer will create an inviting and easy read for your readers. **Interior Design / Formatting process takes 3 weeks.**

*Please read below:*

- Our interior design process will take between 4-6 weeks for completion.
- Once you receive a copy of the interior design to review, you may request one round of revisions.
- Any additional changes after will result in a corrections fee of \$65.

**MARKETING STRATEGY SESSION:** NyreePress offers a 30-minute marketing strategy session in our publishing options, however, our marketing assistance is designed to help authors get accustomed to self-promoting their work as a self-published author. We care about helping authors take steps to introduce their book to their audience. We encourage authors to work hard to promote and sell their books using the methods that are best for them.

**PAYMENT:** For all publishing packages, NyreePress requires the total payment up front, unless otherwise indicated. All payments are due at the signing of the publishing agreement. All payments received are non-refundable. By submitting payment, you agree to the policies, terms and conditions.

**PAYMENT OPTIONS:** All acceptable payment options are: Paypal, Money Grams, Western Union, Personal Bank Checks and Certified Bank Checks. Personal checks must clear, before an order is placed. An e-processing fee is required for all Paypal payments. Paypal's e-processing fee is 2.9% + \$0.30, which is added to the total cost of each Paypal transaction. A late fee in the amount of \$20.00 will be assessed if the AUTHOR does not pay by five days after the due date. The late fee will be added to the most current invoice. There is a \$35.00 charge for all checks that are returned.

**PUBLISHING AGREEMENT:** All clients who sign with NyreePress must sign a *Publishing Agreement*. On your agreement, you will find the publishing services you've requested and your total required investment. All agreements require a signature from the client as proof of acceptance. An unsigned Publishing Agreement is valid for 3-5 business days and becomes invalid if it is not signed and returned to us with your deposit during the requested time-frame. If your agreement becomes invalid, you will be subject to a new agreement.

**STORE PLACEMENT:** NyreePress titles have distribution with the largest book distributor in the book publishing industry— Ingram Book Company, Baker and Taylor and Spring Arbor Distribution. While this is true, we can't promise your book will have store placement. Authors have the opportunity to independently pursue store placement, or they may chose to solicit assistance from us for an hourly rate. If authors would like our assistance with this service, please contact our Administrative Assistant with your store choice and we'll schedule a consult to discuss pursuing store placement.

**RETURNED BOOKS:** Authors are responsible for all books that were returned from book stores or any organization that placed orders through our distributors or directly through NyreePress. All books that are returned to our offices from Ingram Book Company are sent to the author and an invoice will be sent for the cost for each book, as well as the cost to ship. Please allow 7-10 business days for books to ship.

**PROOF COPIES:** A physical proof copy of your book is required before each book is published. As of October 2013, proof copies will be included in each publishing package. Proof copies give authors the opportunity to review their book and approve it. When you receive your proof copy, take time to review the full condition of the book. Once you have approved your proof copy, we will be unable to repeat the production process of your book. If you have discovered errors or are unsatisfied with your book, we will allow one revision of your book at the additional cost to upload a revised copy.

**MANUSCRIPT REVISIONS:** Revisions can be made, after your book was published. Please note that an additional fee of \$40.00 will be applied for each revision that's made to the cover or interior file after publication. This fee is from the manufacturer and is charged for reprocessing and resubmission. Additional cost may be applied from the

graphic designer is additional design work or manuscript formatting modifications are needed. If any changes need to be made, please send your request to Cederick Stewart at [cederick.stewart@nyreepress.com](mailto:cederick.stewart@nyreepress.com).

**ROYALTIES:** NyreePress pays each author a very competitive royalty payment per book sale. All reports are sent to us from *Ingram Book Company*, and they are paid to authors based on the net sales received for the sales period that Ingram Book Company has reported to NyreePress. Review the example below to see how the royalty is calculated.

Example: (children’s book that cost \$4.30 per unit)

Authors must accrue \$10.00 or more in order to receive a royalty payment. Royalties that

ISBN	Units Sold	Royalty %	List Price	20% Wholesale Price	Sales	Print Charge	Net Sales	Royalty
978000000000	10	45%	12.99	10.39	103.90	-47.80	56.10	25.25

publishing industry. All royalties are now paid three times a year in the months of April, August and December. Authors will receive their payment and a sales report explaining sales they have accrued from our distribution channels. Please direct all questions to Cederick Stewart at [cederick.stewart@nyreepress.com](mailto:cederick.stewart@nyreepress.com).

**PRIVACY:** At NyreePress, we care about the privacy of each of our authors. Once we receive your manuscript, your work is in the safe hands of our publishing consultant. As a courtesy to you and if requested, we can provide you with a non-disclosure agreement that will need to be signed and returned to our office.

**AUTHOR TERMINATION CLAUSE:** NyreePress reserves the right to terminate any publishing agreement at the will of either party at any time for any reason whatsoever or for no reason at all. NyreePress will give a reasonable notice to the author, which will be sent no less than 30 days following the receipt of written notice terminating the publishing agreement. After the written notice of termination has been sent, royalty

payments that are due to the author will be sent as they are received from *Ingram Book Company*. Upon the date of the written termination notice, the title will be immediately unpublished, the ISBN number(s), the Library of Congress Control Number (LCCN) will be detached from the title(s), and the author will receive all original documents upon their request. The title to be “unpublished” will no longer be available through *Ingram Book Company* and e-books published through NyreePress will no longer be available through Ingram Spark—the distribution company that sells titles through Barnes and Noble Nook, Apple iTunes and Amazon Kindle. The title will no longer be available through NyreePress Bookstore and in the NyreePress book catalog.

**UNPUBLISHED TERMINATION CLAUSE:** NyreePress reserves the right to terminate a publishing agreement for *unpublished* authors due to the non-payment of publishing fees that are due during the production of the title. The “unpublished author termination clause” follows the same guidelines as the “author termination clause.” If the *unpublished* author expresses interest in terminating their project, the remaining balance of their project will be voided starting at the next payment that was scheduled. All payments received are non-refundable. Upon the termination of the publishing agreement for unpublished authors, all ISBN number(s), LCCN’s and registration for the title will be canceled. The author will receive all original documents.

For any other questions or additional concerns that are not addressed here, please visit <http://nyreepress.com> to read our FAQs or contact us by email at [contact@nyreepress.com](mailto:contact@nyreepress.com). Due to a high volume of request, please allow 24- 48 hours to receive a response.