



# Manuscript Submission Standards

**Progressive Rising Phoenix Press and Gryphon's Key Publishing (PRPP-GKP)** accepts unsolicited manuscripts. Please follow the submissions guidelines outlined below.

**PRPP-GKP** reserves the right to reject any manuscript. We may or may not provide reasons for the rejection. If a reason(s) is provided, and if those reasons include ways the manuscript can be modified for reconsideration, the manuscript may be submitted once the recommended changes have been applied. However, the invitation to resubmit does not guarantee that your manuscript will be accepted. Please contact us prior to making any submission to verify whether **PRPP-GKP** is a fit for your manuscript and if your manuscript is a fit for our business model.

## *Manuscript Format:*

Please submit your manuscript in the following format:

- Manuscript file either Microsoft Word (preferred) or PDF. Author-provided illustrations should be placed in their correct location in the manuscript.
- Double space each line of each page (not 1.5).
- The font and font size is Times New Roman 12 point.
- The margins are one inch on all sides.
- Include a Title Page with the book title and author name(s).
- Please put a page break in front of each new chapter.
- Chapter Titles and Section Titles should be in **bold**.
- When changing sections within a chapter, you may either use a Section Heading to denote a section change, or you may use three asterisks (\*\*\*) centered on a line by itself to denote a section change.
- Please indent each new paragraph 0.5 inches (NOTE: Use actual tab characters to indent the first line of a paragraph). The first paragraph of each new chapter or section is NOT indented.
- All paragraphs in the Manuscript Body should be justified to the left margin. Some text may also be indented. (NOTE: the indentation features in Microsoft Word's paragraph formatting dialogue box should only be used if the entire paragraph is being indented, not just the first line).
- If a Table of Contents is included, list the chapter titles, but do not include the page numbers.
- Please avoid using Footnotes and Endnotes, but when using Footnotes and Endnotes, please do NOT use the Insert Footnote or Insert Endnote features of MS Word. All Footnotes and Endnotes should be manually added so there are no issues when formatting your manuscript for publication.

## *Submission Package:*

All manuscripts must be submitted electronically via email; we cannot accept paper submissions.

If your Submission Package is too large to be sent via email, please do not use GoogleDocs to send it to us. Contact us first before submitting your package, so we may work with you to upload your submission via WeTransfer, the file transfer website we use.

The following must be included in every Submission Package. Incomplete Submission Packages may be rejected.

- Cover Letter
- Manuscript Synopsis (try to keep it to no more than one page, double spaced).
- Complete, professionally edited manuscript (no sample chapters, no unedited manuscripts) that is ready for publication.
- Author-provided illustrations in separate files (in addition to begin placed in the manuscript already).
- Copyright release forms and/or copyright attribution for all quoted materials included in the manuscript. If a manuscript requires releases prior to publication, *DO NOT submit your manuscript until you have obtained the proper release forms and legal authorizations*. These forms and authorizations **MUST BE** included with your submission. If you are the copyright holder of the quoted material, you must still provide a release form for it to be published by us. If the quoted material is public domain (no copyright permission required), provide verification of this. If you have any questions regarding copyright issues, please ask.

The following items are NOT required with the Submission Package, but will be required once the manuscript is under contract.

- Author photo(s) and bio(s), illustrations (if used), introduction (if used), forward (if used), dedication (if used), and all other additional content that will be included in the final produced book. All illustrations must be at least 300 dpi (this is a requirement of our printer), and the desired placement for each illustration in the manuscript must be provided. **NOTE: PRPP-GKP** can help source stock photos and custom artwork illustrations for an additional fee.
- Copyright release forms and/or copyright attribution for all illustrations. If you are the copyright holder of the illustration, you must still provide a release form for it to be published by us. If an illustration is public domain (no copyright permission required), provide verification of this. If you have any questions regarding copyright issues, please ask.
- Draft of the back cover text. If a dust jacket is to be produced, draft of the dust jacket flap text should also be included.
- Reviews/Peer Reviews. If your manuscript has been professionally reviewed or peer reviewed, please provide this information. Excerpts can be used on back covers, dust jacket flaps, and in the interior of the book.

### ***Prohibited Content:***

**PRPP-GKP** has the responsibility to protect itself from litigation. If we were to publish certain manuscripts without the proper permissions, legal representation, and sign-offs, we could face potential litigation. We **DO NOT** publish manuscripts *that require extensive fact checking, including checking for plagiarized content*. Fact checking every assertion made in these types of manuscripts falls on the publisher, as well as the author. Even if you provide documentation stating that each fact has been adequately checked, we are liable for the verification.

Any manuscript (including memoirs, biographies, and other fiction and non-fiction manuscripts) containing libelous and slanderous assertions—even if true—will be automatically rejected due to the potential for litigation. These assertions can be removed, and the manuscript resubmitted for consideration, but any manuscript containing such assertions will be rejected.