

Terms & Conditions

Summary + Terms & Conditions

*The customer contracting for work to be undertaken for their publication is hereinafter referred to as “**The Author**” and THEPUBLISHING.CO.UK providing the work under contract is referred to as “**TPCU**”*

The Publishing Process (turnkey service)

The Author: Completes manuscript, assigns title, back cover/dust jacket and flaps copy (as applicable), prelims etc., determines contents and indexing requirements (as applicable) and assembles image/illustration files (and/or items to be scanned by **TPCU**).¹

The Author: Completes and submits the **TPCU** online “Request For Quotation” (RFQ) form and attaches a file containing a few pages of the manuscript to **TPCU**.

TPCU: Makes up some publication page sample layouts from the manuscript pages provided and e-mails them to **The Author** for review along with a cost estimate based on the RFQ details submitted online.

NOTE: The number of pages for the cost estimate are calculated and may slightly vary when the publication is finalised ready to print. The final invoice will reflect the actual total and **The Author** will be advised of any variation before the publication goes to press.

The Author: E-mails any queries and/or comments to **TPCU** (if applicable). Once satisfied with the sample layouts, the cost estimate and any response to queries and/or comments, all items¹ are mailed, or sent by courier, to **TPCU** and **The Author** makes an online bank transfer covering 50% of the total estimated cost.

NOTE: All content text should be provided as a computer file in .doc(x) or .txt format and include details relating to style, headings, captions, tables, position of images etc. Manuscripts only available as hard copy should be marked up as above and mailed or sent by courier to **TPCU**.

TPCU: Typesets the text, sets supplied images/illustrations in place and creates a PDF file which is e-mailed or sent by WeTransfer to **The Author**. If **TPCU** is contracted to scan photographs, create diagrams and/or set tables etc., they will be included during this part of the process.

The Author: Checks the PDF proof and emails amendments/corrections to **TPCU** by email or WeTransfer.

NOTE: Very minor amendments/corrections along with any introduced by **TPCU** will NOT incur additional charges, however any requested which result in revisions to the pagination will be charged at £17.50/half-hour with a minimum charge of £17.50.

TPCU: Pages are updated as necessary, the index is typeset and a new PDF proof is emailed or sent by WeTransfer to **The Author** for final approval. An ISBN is assigned if it is required (see Guide).

The Author: Reviews the proof and emails **TPCU** final approval of the publication content pages.

TPCU: Starts work on the cover design, or dust jacket (as applicable) and sends a PDF visual proof by email or WeTransfer to **The Author**. **TPCU**, at its discretion, may provide one or more alternative visuals for review by **The Author**.

The Author: Reviews the cover proof (including alternatives if applicable) and emails any amendments/corrections required to **TPCU** by email or WeTransfer.

TPCU: Updates the cover visual as necessary and sends a new PDF proof to **The Author** by email or WeTransfer.

The Author: Checks the revised cover proof and emails final approval to **TPCU**.

TPCU: Finalises print production artwork which is sent for printing/binding, advises **The Author** of same who is sent a final invoice by email.

The Author: Makes an online bank transfer for the invoiced balance of the total cost.

TPCU: On receipt of final payment and completion of production, delivers the publication to **The Author**.

The Publishing Process (print production only)

The Author: Completes all pre-print facets of the publication and provides a final print-ready PDF file including embedded fonts, crop marks etc.

The Author also completes and submits the **TPCU** online "Request For Quotation" form.

TPCU: E-mails a cost estimate based on the RFQ details submitted online.

The Author: Once satisfied with the cost estimate the print-ready PDF file(s) are uploaded to the **TPCU** server and an online bank transfer is made to cover 50% of the total estimated cost.

TPCU: Reviews the print-ready file(s) and when ready to go to press, advises **The Author** of same who is sent a final invoice by email.

The Author: Makes an online bank transfer for the invoiced balance of the total cost.

TPCU: On receipt of final payment and completion of production, delivers the publication to **The Author**.

General

The Author can be selective in the services they choose to contract with **TPCU**, for example, they can choose to create and supply the cover design and artwork themselves or contract print from an alternative company. If in doubt about anything relating to the self-publishing process, please email **TPCU** at any time.

Images, including photographs, supplied by **The Author**, should be at least 300dpi, of suitable size, and clear.

NOTE: The request for images of 300dpi, or greater, means the original scan resolution and not after modification which may invoke interpolation, for example, as occurs in scaling up the size of images in photo editing applications.

If **TPCU** is contracted to provide marketing and/or distribution services, **The Author** should provide a text description of their publication and the category within which it is best suited, all in support of that service provided.

The Small Print

The Author warrants to have the legal copyright and authority to use all material submitted to **TPCU** for purposes of providing a finished, or part finished, publication including but not limited to the manuscript, photographs, illustrations and diagrams, and is also authorised by the originator to use any inclusion forming part of the content of the publication to which **The Author** is not the owner of the copyright. **The Author** agrees to hold **TPCU** harmless from any liability which may arise from any content provided by **The Author**.

Following production of the publication, **TPCU** will return all items received from **The Author**, including manuscripts, artwork and photographs etc., relating to said publication, by signed-for mail or courier service. **TPCU** cannot be held responsible for any loss of, or damage to, any material submitted by **The Author**.

Sales and marketing of the publication(s) is the responsibility of **The Author**. **TPCU** will support **The Author** in this regard if contracted to do so but makes no promises or guarantees, expressed or implied, as to the success of such support.

TPCU may subcontract any part of its services to other prequalified companies, e.g. a professional editor, while maintaining its full contractual obligations to **The Author**.

Either party may terminate the contract, or agreement, at any time, in writing and without cause, without liability for any damages except for settlement of any outstanding monetary costs incurred or owed up to the date of termination, which may be calculated as a percentage of work already carried out under the contract or agreement.

TPCU reserves the right to modify its terms and conditions should it become necessary due to exceptional and unforeseen circumstances including, but not limited to, a force majeure event – i.e. circumstances outside its control such as fire, flood, terrorist act, act of war or act of government – at such time **The Author** would be duly notified if possible to do so.

The laws of England and Wales shall apply to any contract or arrangement agreed upon between **The Author** and **TPCU**.