



CeciBooks.com PO Box 17229 Seattle, WA 98127 (206) 706.9565

## *CeciBooks Description of Services*

### **Phase 1: Manuscript Assessment**

Our first step is often an **initial assessment of your manuscript** or work-in-progress. While we prefer to begin developing book projects at the conceptual stage, we also take on existing manuscripts and guide them toward publication.

If you have just begun writing your book and have completed less than one (1) chapter, please [schedule a consultation](#) first rather than submit your work for assessment. In advance of our consultation, you may email your book outline, a brief description of the concept, and a short list of questions.

You are welcome to send up to 300 pages (a manuscript, rough draft of a book-in-progress, a few chapters, your file of notes and ideas, interview transcripts, whatever you have so far) so that we may assess its progress and give you a first look at how we would approach developing your project to publishable quality. Please send manuscripts typed double-spaced, along with a brief (100-word) bio of yourself and a 25-words-or-less description of the book's intention (what it's about, for whom it is written, and what your audience will receive by reading it that they won't get from reading books already available in the same subject area or genre). For children's picture books, you may send the manuscript alone, the book dummy (or mock-up), or a printout of the illustrated pencil spreads. In all cases it's best to send as much of the completed work as possible. Please also send along any thoughts about how you intend to market the book once it is published.

After we have your manuscript in hand, we assess it for quality and viability in the market. We make specific recommendations geared to optimizing your manuscript's marketability and to helping it successfully reach its intended audience. The assessment is typically 4-5 pages in length. In addition to editorial comments, we suggest five (5) audiences to which we feel your message is best suited, given current conditions in the publishing market. We also include an overview of the book marketing strategy that we would recommend for your particular project.

For this initial assessment and publishing strategy, the charge varies according to the length of your manuscript. [Payment is due in advance; please email us for the correct amount](#) before sending your manuscript. Mail your check and manuscript to the address below, or pay online at

[www.CeciBooks.com](http://www.CeciBooks.com) (at the bottom of the Editing page). **If you pay online, add 3%** to the total to cover processing.

## Submitting Your Manuscript for Assessment

Please send us a hard copy of your manuscript typed double-spaced (no smaller than 12 pt font size) along with a 100-word bio (not a resumé, but rather why you're the person to write this book), a 25-word book concept statement, and one page of relevant notes, if you like. Please include a SASE (self-addressed, postage-paid envelope) if you would like us to return the book.

Mail manuscripts to:

**Ceci Miller / CeciBooks.com**  
**PO Box 17229**  
**Seattle, WA 98127**

When the project assessment is completed, or you have decided to work with us to begin writing the book, we can begin Phase 2: preparing the manuscript for publication. This usually includes a combination of editorial development, copyediting, design, proofreading, indexing if necessary, website design and search engine optimization, and (if you are publishing independently) implementation of a customized printing strategy appropriate to your book.

Again, if the **book concept** is still new, it is best for us to [schedule a consultation](#) first, to clarify your book's intention and its potential in the current market. You will come away from this meeting with a basic book outline, a more fully developed sense of your book publishing and marketing options, and a clearer understanding of how our services match your needs. These meetings (typically 1-2 hours) are charged at **\$200 per hour**; payment is made in advance.

## Phase 2: Editorial, Independent Publishing, Presentation to Publishers

Our next steps:

- a) We will provide editorial guidance to help you prepare the manuscript for publication, the cost of which is determined after we assess the manuscript and its editorial needs.
- b) If you like, we can help you present the manuscript to the people who can sell it, or to likely buyers. For nonfiction manuscripts, getting an agent's or editor's attention means preparing a professional proposal. For illustrated children's books-in-progress, it means preparing a professional mock-up. We can coach you in packaging the proposal, or write it for you (with fees to be determined after our initial consultation or after manuscript assessment is completed). You may then hire us to select five agents/publishers and write query letters to each on your behalf. Most of our clients prefer to publish independently, however. To find out why, read Ceci's popular article entitled "**Why Self-publish?**" (See link at bottom of the "Get Published" page on CeciBooks.com: <http://www.cecibooks.com/getpublished.php> ).

- c) For the great majority of our clients, we guide and coordinate the independent publication of their book (or series of books) at the highest level of quality, including all pre-press activity: developmental editing, copyediting, indexing if necessary, cover design and layout, proofreading, customized printing or online publishing strategy, and an effective marketing plan for getting your message to the widest possible audience.
- d) We may customize a package, if you wish to contract for some combination of the above services.

Most of our clients hire us at the development stage, retaining our services to edit and prepare the manuscript to publishable quality, and then to shepherd the book through design and production. In this capacity, we do project management and consulting on their author websites, business branding and logos, as well as prepare the book's text and design. On behalf of our clients, we negotiate excellent rates with a team of world-class editors and writers, book designers, illustrators, printers, and our superb web design and development associates.

Our clients are typically delighted with our assessments, often commenting that they got more than their money's worth! We would be happy to help assess your manuscript, and when you are ready to proceed to Phase 2, will gladly guide you in presenting a professional book package to publishing houses, or (more commonly) guide you through the process of independently publishing your book such that it is irresistible to your audience and reaches them effectively.

Thank you again for your interest in working with CeciBooks! We look forward to reviewing your manuscript or speaking with you about your book concept-in-progress, and to successfully guiding your uplifting project to publication.

Still have questions? No worries. [Just ask!](#)