

1 GENERAL

1.1 Unsolicited Manuscripts

- We do not require that you be represented by a literary agent.
- Unsolicited manuscripts are welcome.

1.2 Spiritual Directors International (SDI) Membership

- Membership in SDI is NOT required to submit a book proposal to SDI Press.
- SDI is a welcoming community and if you are not currently a member you are invited to join.

1.3 Simultaneous Submissions

- We will consider manuscripts that are being submitted simultaneously to other publishers.
- However, you need to let us know you are submitting elsewhere so misunderstandings can be avoided.
 - Please immediately notify us if your book is selected elsewhere so we can remove it from consideration.

1.4 Topic Preferences

- SDI's focus is on books that relate to Spiritual Companionship. Therefore, a central aspect or theme of your book must relate to Spiritual Companions.
- We prefer books that solve a particular problem, provide proven solutions, or offer unique and fresh insights for readers.
- We prefer books that inspire, motivate and uplift the reader.
- Please keep in mind that we publish books on a variety of different subjects and the books we select each year must be balanced between a variety of topics.

1.5 Submissions

- We accept proposals only via email, do not send hard copies.
- Submissions should be in PDF file format.
- Please ensure your electronic submission is named appropriately and not just "My Book.pdf".
 - Naming convention for electronic submissions should be: Lastname-First Name-Book Title (or other item title)
 - Some examples:
 - Castinada-Bill-Feeling Groovy.pdf
 - Castinada-Bill-Cover Letter.pdf
 - Castinada-Bill-Book Cover Concept.pdf

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- Castinada-Bill-Summary Form.pdf
- Etc., etc., etc.
 - The submissions can also be included into a single PDF document.
- Ensure that your name and email address are included in the cover letter.
- All submitted material must be in the English language.
- Please do not call or email us to inquire about the status of your proposal or manuscript.

1.6 Response times

- Please allow up to six months for editors to review your proposal.
- Given the volume of proposals we receive, we are not able to personally respond to unsolicited submissions unless we're interested in publishing them.

1.7 Characteristics of our Books

- Our books generally utilize black and white interior pages.
 - This includes graphics and images within the book.
- While it is “possible” for us to print books with full color interiors it will be a very rare exception for us to do so.

2 YOUR PROPOSAL

Feel free to download the SDI PRESS BOOK PROPOSAL SUMMARY FORM from our website. This is a summary of the key points from your book proposal and you are encouraged, but not required, to use it.

Your completed book proposal should:

- Include a cover letter giving a brief description of the project, why you think SDI Press should publish it, and your contact information.
- If your proposal is a simultaneous submission, please indicate this in your cover letter.
- Include your complete manuscript.
- Include a market analysis of the potential readership for the book.
 - Who is the reader?
 - Explain why your book will be of interest to them.
 - What trends does the title speak to?
 - Include a list of similar titles including the publisher, date of publication, and a brief explanation of how your book differs from what's currently available.
- Include an author/illustrator/photographer biography that includes publishing credits and credentials in the field.
- Explain why you are qualified to write this book.
- Marketing

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- Describe your professional activities and writing experience (with a focus on books, articles, blogs).
- Have you been interviewed by the media on a topic related to your book or do you have other experience with media outreach?
- What is the size of your network (contacts who could help with the promotion of the book)?
- If you give lectures or workshops, include a summary of your activities for the past year.
- If you have a well developed social media network, please describe it.
- Describe how you will actively promote your book.
- Forward
 - Who would be willing to contribute a forward?
 - Do you already have their commitment to do so?
- Endorsements
 - Who would be willing to contribute an endorsement?
 - Do you already have their commitment to do so?
- Similar Titles
 - List any previously published titles that are similar to your book in topic, approach, or writing style (please specify which).
 - What about your proposed book is different, timely, and important in comparison to existing print or online information on the topic?
- Other
 - Is there any other information that would be helpful for us to know as we evaluate and consider your project?

2.1 Query / Cover Letter

At a minimum, your query should include the following:

- Information about your manuscript, including the title, genre, intended audience, total word count, and a compelling 2–3 sentence blurb describing your manuscript.
- A brief explanation about why this book is different from others in its genre.
- Explain why your book is needed.
- What does it offer readers that is new?
- Your contact information and background in relation to your book.
- Your current and future marketing plans.
- Total Word Count
- Status of the books' completion. Something along these lines:
 - First draft finished
 - Finished and on 2nd/3rd draft
 - Finished and through 3 editing cycles with professional editing team

2.2 Book Outline / Synopsis

At a minimum, your outline should include the following:

- Be brief (less than 2 pages in length) and be concise.
- Give us an overview of what your manuscript is about.

2.3 Manuscript Submittal Format

- PDF Format
- Single-spaced within each paragraph
- Double-spaced between paragraphs
- Margins: 1”
- Every page numbered in sequence at the bottom of each page in the footer area
- Your last name and book title on the upper left of every page in the header area
- Your manuscript should highlight your BEST work, and not be a first draft.

3 Copyright

It is your responsibility to obtain permission and get clear use of all text and quotations under copyright, including lengthy prose quotations (more than a few lines) and all lyrics and poems.

Please also note the following mandatory requirements if your book is selected:

- 1) Include complete publishing information for the sources of any quotations (the author and title of the work, the place of publication, the name of the publisher, the publication date, and the page(s) of the quotation). If you wish, you may cite just the author, title, and page numbers in the text and provide the full citation, including the publishing information, in a bibliography.
- 2) For scriptures, include book, chapter, and verse.
- 3) Keep a copy of the original sources, such as photocopies of the title page and copyright page of any books from which you are quoting. We will require this information if your manuscript is accepted for publication.
- 4) Do not use poetry or words from songs written by established national writers.
- 5) Limit your use of quotes. Quotes must support your ideas and cannot become the main point of a paragraph, section, or complete text.
- 6) Acquire permissions from sources or people comprised in stories, including those who have had their names changed. If a person can identify themselves or their experience in your work, then you probably need their permission to use their story.

- 7) Review the FAQ of the Copyright Office at the Library of Congress (<http://www.loc.gov/copyright/>) for specific copyright questions.
- 8) Please understand that we may receive over two thousand submissions a year and have many projects currently in development; it's possible that something we're currently evaluating or working on is similar to your idea. SDI Press cannot be held responsible for any possible overlap.

4 Submission Address

Your proposal should be sent to SDIPRESS@sdiworld.org.

5 Submission Agreement

Please print, sign, scan and return a copy of the following SDI Press Submission Agreement with your book proposal.



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SDI PRESS SUBMISSION AGREEMENT

By signing below, I understand that SDI PRESS may currently be developing, or may plan to develop in the future, products based on internal ideas and/or based on previous submissions already in receipt that may be similar to my proposed idea or anything included in my submission.

Nothing in the SDI PRESS Submission Guidelines or in this Agreement shall be construed as a representation or requirement that SDI PRESS may not independently, and without use of my proposal, develop ideas, content or products for itself or for others that may compete with, or be similar to, my actual or contemplated products, ideas, or anything in my submission.

Neither party shall claim ownership in or to any information, ideas, concepts, plans, or content (“New or Joint Ideas”), which may be conceived or developed during, as a result of, or in connection with discussions and meetings, as well as information or documents exchanged between the parties hereto. Each party agrees that it will not be entitled to any compensation whatsoever for the ultimate use by either party of any New or Joint Ideas unless a separate written agreement is executed by the parties (provided, however, that by virtue of this Agreement, the parties are under no obligation to enter into such a separate agreement).

Each party hereby releases the other party and its affiliates and its representatives, officers, directors, agents from any and all liability in connection with, or in any manner arising out of, use of any New or Joint Ideas. Each Party acknowledges that the other party shall have the right (but not the obligation) to use and exploit New or Joint Ideas in any manner without compensation, liability or other obligation to the other party.

BOOK TITLE _____

NAME _____

SIGNATURE _____

DATE _____