



Regnum Author Information Sheet

1. Assessment Process
 - 1.1 Regnum Books International seeks to establish a list of exceptional quality, characterized by fresh, original and relevant research, reaching significant conclusions.
 - 1.2 All submissions should be at Ph.D. level.
 - 1.3 All work will be assessed by the members of the Regnum Editorial Team (& specialists in the subject area).
 - 1.4 The Publisher’s decision will be final.
- 2 Contract Outline
 - 2.1 Publication will be governed by Regnum standard author’s agreement, which is available upon request.
 - 2.2 Royalties will be payable at 10% of net invoice value after the sale of 500 copies.
 - 2.3 The Publisher will market its products through retail bookshops and via direct mail, both to individuals and institutions. Where appropriate, electronic copies may be made in addition to publication in conventional book form, and consideration will be given to publication via the World Wide Web.
 - 2.4 For Edinburgh 2010 only:
 - 2.4.1 Articles published in volumes in the Regnum Edinburgh 2010 Series may be republished elsewhere without charge or special permission from Regnum provided (1) this re-publication is with the permission of the author(s) of the article and (2) proper bibliographic acknowledgement of the place where it was first published is included with the re-published article.
 - 2.4.2 The titles will be made widely available for free download, and editors and contributions to the volumes will be asked to sign a consent form.
- 3 Author’s Requirements for the Publication Process. (For Resource Series, see below).
 - 3.1 Manuscripts should be submitted for production in electronic form. It is the author’s responsibility to ensure that all material is complete and accurate.
 - 3.2 If proof-reading is required (which will be at the Publisher’s discretion), there will be an additional charge (and associated time delay) for this service.
 - 3.3 Typesetting: A typesetting service is provided through the publisher. For the fee, see below. If you wish to do this yourself the text submitted should be fully formatted in the exact Regnum house style and saved as PDF files, at the author’s expense. If edits are required to the submitted files, then a cost will be chargeable for this service.
 - 3.4 Index: A list of key terms / names should be supplied with the main text, which is then used to build the index electronically.
 - 3.5 Proofs: Final proofs will be submitted for checking of pagination, etc.
 - 3.6 Cover Design and Production Coordination: The publisher designs the cover in consultation with the author, and it also undertakes necessary production coordination and mandatory mailing of the book to the copyright depository and to the author. This process incurs £150 fee for a typical single-authored book.
 - 3.7 Alterations: Once the final manuscript has been submitted, it will not be possible to make further amendments.
 - 3.8 Revised Editions: Revised editions are possible, but only if fresh copy of the entire revised text are submitted.
 - 3.9 Authors who experience difficulty in preparing their manuscript for press should contact the Publisher.
- 4 Method of Production
 - 4.1 Format: Books will be limp, perfect (unsewn) bound (i.e. paperback style), with a trimmed page size of 229 x 152mm, and a series uniform cover in two colours, overprinted with individual volume details in black.
 - 4.2 Printing/paper: Production will be in high-quality paper by the “on-demand” process.
 - 4.3 Printing Quantity: After an initial print run books can be reprinted in any quantity from a single copy upwards. All titles will therefore remain in print indefinitely.



4.4 Selling Price: Every effort will be made to keep selling prices competitive with conventionally produced publications of similar format and length.

5 Cost of Production

The following table lists the current fee scale for Regnum production services (prices are in pounds sterling):

	Single Authored Volume	Volume of Essays	Edinburgh Series
Copy Editing	350.00	600.00	500.00
Proofreading	330.00	400.00	300.00
Production Management & Cover Design	180.00	180.00	150.00
Resource Package	1250.00		

6 Timescale of Production

6.1 Once a completed MS is received publications will take between 6 and 12 months to be ready for production.

6.2 Regnum will be responsible for printing and shipping. These will take about two to three months.

7 After Production

7.1 The author is required to purchase 50 - 100 copies of the book (this is dependent on the publication arrangements made with the Director and the editorial team, and the exact number will be agreed by the editorial team) at the author's discount price (normally 50% of the retail price).

7.2 The retail price guideline for 2015 is

Number of Pages	Paperback	Hardback
Up to 200pp	£19.99	£21.99
200pp-300pp	£24.99	£26.99
300pp-400pp	£29.99	£31.99
400pp	£34.99	£36.99

8 Reprint

7.1 If no pagination is affected by entering typos, etc, thus, continuing the original ISBN, the publisher will undertake the process.

7.2 However, if the revision is substantial, affecting pagination, and requiring a new ISBN, part of the additional expense may be born by the author, in consultation with the publisher.

9 Author's Privilege

9.1 The author receives 5 complimentary copies.

9.2 The author is also granted with a 50% discount privilege for additional purchases of the book, exclusive of shipping and handling charges.

9.3 The author also receives discount privilege at the rate established by the publisher for other books published by Regnum, exclusive of shipping and handling charges.

10 Queries

10.1 Please direct any queries to Jessica Abel Smith (01865-556 071) or Email (Regnum@ocms.ac.uk).

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