



Publishing Intake Form



Date: _____ Name: _____

Phone: _____ E-mail: _____

Time Zone: _____ CSL affiliation: _____

Working Book Title: _____

Manuscript Word Count: _____

Manuscript Status:

- It's in final form.
- I anticipate rewriting some of it.
- I anticipate rewriting all of it.

Book Type:

- Fiction Non-Fiction
- Children Teen/Young Adults
- Adult Other: _____

Do you have creative concepts in mind but need help creating them? YES NO

Have you pre-selected photographs or creative illustrations you'd like to include in your book?
 YES NO

Does your book include:

Photographs YES NO
If YES, how many? _____

File Type(s): _____

(JPGs and TIFs are appropriate file types)

Resolution Quality:
 300 dpi (high) less than 300 dpi (low)
(@ 100% size you intend to use in your book)

Creative Illustrations YES NO

If YES, how many? _____

File Type(s): _____

(EPS files are appropriate for line illustrations; JPG files are appropriate for "painted-looking" drawings. See examples below.)

Resolution Quality:

- 300 dpi (high) less than 300 dpi (low)

Example of EPS line drawing style:



Example of JPG painted style:



Charts/Graphs YES NO

If YES, how many? _____

File Type(s): _____

Resolution Quality:

300 dpi (high) less than 300 dpi (low)

Do you own the rights to publish all photographs, creative illustrations, charts and graphs you have pre-selected for your book? YES NO

Back Cover

Do you have Endorsements/Reviews:

YES NO If not, please begin now to obtain two (minimum) or three (most ideal).

Other content already collected: _____

Foreword:

YES, I have a Foreword written by:

NO, I still need to get one.

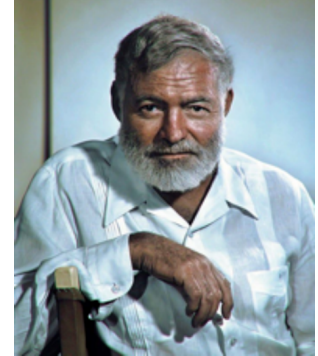
I don't want to have a Foreword.

Author's Headshot

Do you have a self portrait? YES NO

Plan to provide a full color photograph from the elbows up with space above your head and to both sides. Please do not crop your photograph; our production team will do that. The photo should be no smaller than 3" wide x 5" tall at high resolution (300 dpi) and in a JPG file type.

Headshot Examples:



In what format(s) do you want to publish?

- Hardcover Softcover
 E-Book Audio Book

When would you like your book in hand?

- 3-5 months
 6-8 months
 9-12 months
 No specific date
 I need it for:

Are you interested in a CSL Marketing Package to help launch your book?

YES NO

How do you want to sell your book?

- CSL community
 Mainstream channels
 E-retailers
 Through my own sources
 Other: _____



Publishing Intake Form



I am a published author: YES NO

Titles published:

My active Social Media site names are:

<input type="checkbox"/> Website: _____	Average Monthly Views: _____
<input type="checkbox"/> Facebook: _____	Number of Followers: _____
<input type="checkbox"/> Instagram: _____	Number of Followers: _____
<input type="checkbox"/> Twitter: _____	Number of Followers: _____
<input type="checkbox"/> LinkedIn: _____	Number of Connections: _____
<input type="checkbox"/> Pinterest: _____	Number of Followers: _____

Manuscript submission specifications:

1. Microsoft Word document with ragged right margin is preferred (.doc or .docx).
2. Formatted documents are preferred (showing a heirarchy of font sizes, weights, etc.).
3. Only final manuscripts will receive an Editing quote.
4. Unfinished manuscripts can be submitted for a Review.
5. Manuscript Approval/Review/Quotation fees are required up front but deducted from any marketing packages purchased.

Payment of manuscript fees can be made at: <https://shop.csl.org/product/manuscript-review>