



Submission Guidelines:

PUBLISHER'S PLEDGE

RJB Publishing recognizes effort authors undertake to create and perfect a manuscript. However, RJB is a business, and as such, requires close examination of submitted materials before committing to publish an author's work. This requires an assessment of the manuscript's quality and marketing viability.

When the Publisher instructs the author to send a manuscript for review, the Publisher Pledges that:

1. Manuscript reviews will be conducted without bias to the author's race, religion, ethnic origin, age, or sexual preference.
2. The Publisher will review submitted manuscripts following pre-established guidelines and requirements.
3. Submitted manuscripts shall be reviewed in a timely manner in the order they were received.
4. An author will not be subjected to whimsical, capricious, or malicious rejection of a submitted manuscript.
5. Time is valuable. When an author's work is rejected, the Publisher will notify the author as soon as possible.

The Publisher reminds submitting authors that rejections are not personal but business. We encourage all authors to continue writing.

Initial submission via email:

1. Provide a single page query letter that contains the following information:
 - a. a brief, but relevant and convincing, summary of the completed manuscript
 - b. a comparison of your work with similar work created by published authors
 - c. special personal skills, attributes, or personal history that supports your expertise as an author of the submitted manuscript.
2. Provide a one sentence summary that identifies the essence of your work.
3. Provide name, address, your website address (if any) and phone number.

RJB will examine your initial submission and either decide to decline further review of your manuscript or instruct you to submit additional material.

Secondary Submission:

When instructed, provide a computer file containing the entire manuscript that conforms to the following requirements:

1. Manuscript shall be attached to an email in MS WORD, WORKS, or RTF
2. Manuscript shall have a title page with author's name, address, and email at the bottom
3. Manuscript shall be in Times Roman, Courier, or Ariel font, 12 point font
4. Manuscript shall not be formatted, no page numbers, separate paragraphs with one line spacing

If the author's work is placed under contract and after review by publisher's editor, the author will be required approve (or not approve) editorial changes and submit the following additional material:

1. Author biography (150-200 words)
2. Backcover summary – catchy description of contents to create sales (150-300 words)
3. Quality author digital photograph (optional) – 300dpi, JPG
4. Promotional materials, reviews, etc.

Book releases occur in June, September and December, depending when your title is approved.

Books are produced in 6"x9" trade paperbacks, eBooks including Kindle.