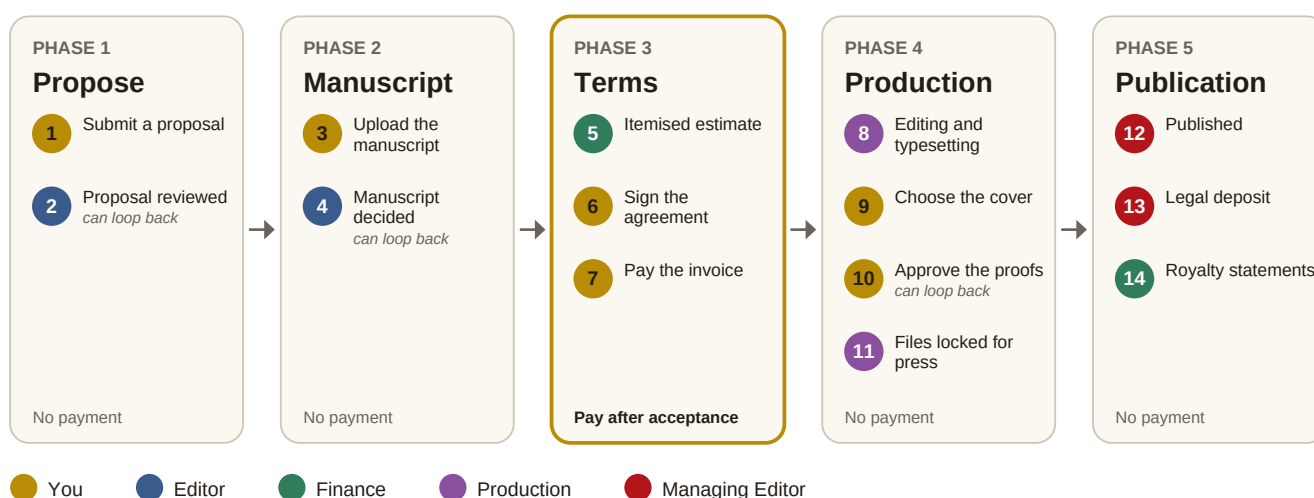


Publishing your book with Authorspress

An author's guide, from proposal to royalties

Every book published by Authorspress moves through the same five phases on DigiAccess. Each step below says who acts, what you do, what you receive, and where you will find it. Every decision on your book is made by a named person and recorded in your dashboard, with its reasons.

The whole process at a glance



What we commit to

- Acceptance is decided on the work alone, before any fee is discussed. Payment never buys acceptance.
- Every decision is made by a named editor and recorded, with its reasons, in your dashboard.
- Fees, where they apply, come from a published rate card, itemised, with GST shown separately.
- Editors never decide on a book they are credited on.
- You see and approve the proofs before anything is printed.



Scan to read this guide online

Propose Tell us about the book

1

You submit a proposal You

Create a DigiAccess account and start a proposal. The form asks for a working title, a synopsis of at least 50 words, the scope, the intended readership, the formats you intend, a draft table of contents, a biographical note and an AI-use declaration. You may add a sample chapter. The form lists anything still missing before it lets you submit.

YOU RECEIVE

A reference number for your book, such as BK-2026-0001.

WHERE

Dashboard, Books, Start a proposal

2

A named editor reviews the proposal Editor

An Authorspress editor takes the proposal into review and decides how the book will be assessed: an editorial decision for literary and creative work, or review by the editorial board or by peer reviewers for scholarly books.

Possible decisions: Approved | Revised proposal requested | Declined

Loop: If a revised proposal is requested, you edit it and submit it again; it returns to this step.

YOU RECEIVE

A decision letter, with the editor's reasons.

WHERE

Dashboard, your book, Letters from the editor

Manuscript The full work is read and decided

3

You upload the manuscript You

Once the proposal is approved, upload the complete manuscript as a Word, PDF, OpenDocument or plain-text file. Every file you upload is kept as a numbered version; nothing is overwritten.

For an edited volume

The volume opens a public call for contributions on DigiAccess instead. Contributors submit their chapters there, each with its own declarations, and every chapter is reviewed and decided on its own before the volume is assembled.

YOU RECEIVE

Confirmation that the manuscript has been submitted.

WHERE

Dashboard, your book, Manuscript

4

The manuscript is decided Editor

The editor reads the manuscript, with referees where the review model calls for them, and records a decision under their own name. An editor never decides on a book they are credited on.

Possible decisions: Accepted for publication | Revision requested | Declined

Loop: If a revision is requested, you upload a new version, which returns to this step.

YOU RECEIVE

A decision letter, with the editor's reasons.

WHERE

Dashboard, your book, Letters from the editor

Terms Estimate, agreement and invoice

No fee is discussed or asked for before this phase. Acceptance is decided on the work alone, and payment never buys it.

5

You receive an itemised estimate Finance

For an author-funded book, Finance prepares a written estimate from the published rate card, based on your manuscript's measured length. It lists the package and every service, any waiver or subsidy as its own line, and any GST. You accept or decline it in your dashboard. An author who cannot meet the fee may ask in writing for a waiver or subsidy before the estimate is issued.

For a publisher-funded or institution-funded book

There is no estimate and no invoice for you to pay. Go straight to the agreement.

YOU RECEIVE

An estimate, with each line priced.

WHERE

Dashboard, your book, Estimate and invoices

6

You sign the publishing agreement You

Read the Authorspress Memorandum of Agreement on DigiAccess and sign it by typing your full name. The exact wording you signed is frozen and kept. In an edited volume, the editors sign for the whole volume; chapter contributors sign no agreement of their own. A book cannot be published until every agreement it needs is signed.

YOU RECEIVE

A signed agreement, available in your dashboard.

WHERE

Dashboard, your book, Agreement

7

You pay the invoice You **PAYMENT**

An invoice is raised for the estimate you accepted, and no other sum is payable. Confirm your billing state, and a GSTIN if you have one; the state decides how GST is shown. The printed book is invoiced by Authorspress, without GST, and paid by bank transfer. A digital edition is invoiced separately by Digital EFX, with GST at 18%, and may be paid online.

YOU RECEIVE

A numbered invoice from each company, and a receipt once paid.

WHERE

Dashboard, your book, Estimate and invoices

Production Editing, cover and proofs

8

Editing and typesetting Production

Your production editor copyedits the manuscript to the level your package includes and typesets it to the agreed specification: 6 x 9 in or 8.5 x 11 in, in English, Hindi, Sanskrit or any other Indian language, with no surcharge for Indian-language typesetting.

YOU RECEIVE

Questions from the production editor, if any arise.

WHERE

Dashboard, your book

9

You choose the cover You

In the Cover Studio, describe the book and the feeling the cover should carry. The art director proposes a round of designs, the production editor may add designs of their own, and you may upload artwork or a finished cover, stating who made it and that it may be used. You choose one; the production editor approves it for print. The number of concept rounds depends on your package.

YOU RECEIVE

Previews of each proposed cover.

WHERE

Dashboard, your book, Cover

10

You check and approve the proofs You

You receive the typeset interior as a PDF, the e-book and the cover, composed together. Mark corrections against a page, paragraph or line. Then either approve the proof for press or ask for corrections, which produces a new round. Every author must approve; in an edited volume, the volume editors and one contributor for each chapter.

Loop: Corrections produce a new proof round, and you check it again.

YOU RECEIVE

Each proof round, and a note on how every correction was handled.

WHERE

Dashboard, your book, Proofs

11

The production master is locked Production

Once everyone who must approve has done so, no correction is still open and each edition has its ISBN, the production editor locks the approved files. The book is printed and distributed from exactly these files. A change after this point reopens production as a new version.

YOU RECEIVE

Notice that your book is ready for press.

WHERE

Dashboard, your book

Publication Your book in the world

12

Your book is published Managing Editor

The Managing Editor publishes the book once every agreement is signed and every edition has its ISBN and price. It receives its own page in the Authorspress catalogue on DigiAccess and is listed for sale on Amazon and Flipkart. Your author copies are printed from the locked master.

YOU RECEIVE

Your book's public page, and your author copies.

WHERE

digiaccess.in/books

13

Legal deposit Managing Editor

As Indian law requires, a copy is deposited within thirty days of publication with each of the four national libraries: the National Library of India in Kolkata, the Asiatic Society of Mumbai, the Connemara Public Library in Chennai, and the Delhi Public Library.

YOU RECEIVE

Nothing to do; it is recorded on your book.

14

Royalty statements Finance

You earn a royalty on the sale price of each printed copy sold, at the rate in your agreement. Statements are issued twice a year, for the periods ending 31 March and 30 September, within ninety days of each period's end.

YOU RECEIVE

A royalty statement for each period.

WHERE

Dashboard

Refunds

Before production begins, a paid fee is refunded in full on request. After production begins, the part covering stages not yet started is refunded. Once the book is published, the fee is not refundable. The rate card sets out the full refund and waiver policies.

Links

Publish with us: digiaccess.in/books/publish

This guide online: digiaccess.in/books/publish/guide

The rate card: digiaccess.in/books/imprints/authorspress/fees

This guide as a PDF: digiaccess.in/documents/authorspress-author-guide.pdf