

Becoming a
**HAWKER
BROWNLOW
AUTHOR**

**FREQUENTLY
ASKED
QUESTIONS**



Hawker Brownlow
Education a Solution Tree company

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BEFORE WRITING

Hawker Brownlow Education has decided to publish my book ... now what?

The publishing manager will draft a contract to formalise the project. You will need to provide your contact details (including a physical address) and the publishing manager will work with you to create a realistic schedule to be included in the contract. Once the contract is finalised, both parties will sign, and you will receive an executed copy for your records.

What does 'realistic schedule' mean?

It is extremely important that you work to a schedule that is manageable, taking into account work, life and other commitments that may limit your capacity to write at certain times. You will be accountable for the submission dates you agree to, and the publication of your book may be delayed or cancelled if you fail to meet these deadlines.

Will I submit my manuscript all at once?

No. You will submit your chapters in batches (the size of the batches will vary depending on your schedule). This gives you smaller, more manageable goals to achieve along the way and allows Hawker Brownlow to provide continuous feedback throughout the writing process.

Why is there a word count in my contract?

You will be contracted to write a manuscript of a particular length, which will be decided based on your vision for the book and the needs of Hawker Brownlow. It is important that you write to this word limit, as Hawker Brownlow allocates resources based on this contracted word count. It will also encourage you to be more succinct in your writing. If your manuscript is significantly longer or shorter than the contracted amount, you will be asked to revise your manuscript.

What happens once the contract is signed?

Once the contract is signed, it is time to get writing! The publishing manager will introduce you to your editor.

DURING WRITING

Who is the editor?

Your editor manages all aspects of book production from draft stage to the finished product. You will work closely with the editor to develop the manuscript, and your editor will work hard to progress the book as per the agreed schedule. You will be in contact with your editor regularly; they will check in ahead of submission dates and are available for support at any time.

How will I submit my chapters to my editor?

You will submit your chapters via email in separate Word documents, with each chapter clearly labelled. Your editor will provide you with a template to work from. It is important that you 'Save As' and use this template for each chapter. The template has built-in formatting styles for you to use to distinguish headings, paragraphs, lists and other types of text that you will use in your manuscript. Using these styles will allow your editor to clearly identify the structure of your writing and assist the designer during typesetting.

There is a bunch of text in my template document – do I need to read it?

Yes! The text in the template not only shows how each style looks but also provides advice to authors about the structure of a text. We encourage you to read this carefully before you start writing.

What if I want to include images in my book?

We encourage you to include any relevant images in your book, but please do not copy and paste these images into the manuscript document. Mark up the image in its location as per the template and send the images separately via email or Google Drive. This will maintain the highest resolution of the images, which means they will look better in the book.

Where can I get images from?

There are three main ways that authors source images:

- They create the images themselves.
- They source them from a stock photo website.
- They source them from a third party.

Original images

Original images may be photographs or graphics. You are welcome to include high resolution original photographs in your book. For original graphic images, our designers may be able to recreate it for you. Provide clear instructions for how the image should look and we will assist you in bringing it to life. If your images are more complex, you may choose to commission an illustrator to create them. You will be required to pay any costs associated with this.

Stock images

You may use the following websites to source stock images:

- <https://www.freepik.com/>
- <https://www.flaticon.com/>
- <http://www.piktab.com/>
- <https://www.istockphoto.com/au>

Some other useful websites:

- <https://pixabay.com/>
- <https://unsplash.com/>
- <https://www.pexels.com/creative-commons-images/>
- <https://www.flickr.com/>
- <https://search.creativecommons.org/>

You will be required to pay any costs associated with this.

Third party images

You may source images from a third party. Images from a third party may require permission or a fee to use. If an image is under a Creative Commons licence, you may be able to use the image without incurring a fee. Any fees associated with the use of third-party material will be your responsibility. Please ensure that you provide the source for the image with as much detail as possible (see the template document for instructions). This will help your editor to determine whether the image can be used and under what conditions.

What if I need permission to use an image?

Your editor will assist you with seeking permission for any third-party material that requires it. This is why it is important to provide as much source information to your editor as possible. A source of 'Google Images' is insufficient.

What if I want to quote other authors?

We require that all Hawker Brownlow books are based in the latest research and evidence, so you will undoubtedly refer to the work of other authors, educators and researchers in your work. You must ensure that you correctly cite any third-party information using APA referencing. You can find several guides to this referencing style online. You may also use the Endnote function in Word to assist you.

How much can I quote?

Copyright can be a confusing concept; the rules often seem murky and there is a lot of grey area to wade through. Though there are no hard and fast rules on how much you can quote from third parties, there are some principles that you can keep in mind:

- Do not reproduce more than 10 per cent of the total length of the third-party material.
- Your manuscript should not comprise more than 10 per cent reproduced materials.
- Try to keep direct quotes to under 100 words in length. Paraphrasing, integration and contextualisation are preferred.
- Always cite any third-party material whether it is directly quoted or paraphrased.

If you need to reproduce larger extracts of text, this is possible, but it may require permission and must be truly necessary for your work. As with artwork, your editor will support you through this process. Your editor will also conduct a copyright check on your entire manuscript and will identify and query any missing citations or overly long quotes.

What will my editor do first with my manuscript?

There are three key processes that a manuscript undergoes through before it is put into production.

Structural editing

This can be described as big-picture editing. Your editor will focus on the structure of the text (as a whole and within each chapter), the logical flow of ideas, the tone and the appropriateness for the intended audience. The manuscript will also undergo a double-blind peer review at this stage. Your editor will provide all of this feedback and support you to make the required changes to the manuscript. After you have submitted the final draft taking in editorial and peer feedback, you will not be permitted to make major changes to the structure and content of the text. Ensure that you are satisfied with the final draft before resubmitting it to your editor.

Copyediting

Copyediting focuses on the details of your manuscript. Your editor will correct any errors of spelling, grammar or expression and may make other changes to improve clarity for the audience. Your editor may send you queries during the copyediting process. Please address these queries only and do not make larger changes to the overall text.

Proofreading

A second editor will proofread your text to ensure that there are no errors remaining. It is crucial to have the text reviewed by fresh eyes to guarantee the highest quality output.

What is peer review and what does it involve?

Your manuscript will be double-blind peer reviewed. This means that the reviewers will not know the identity of the author and they will provide anonymous feedback to you. The peer reviewers will be sourced by your editor for their expertise in your subject area or from members of your intended audience. Your editor will provide and discuss their feedback with you and will support you in determining how to revise your manuscript.

How do I revise my text?

Please use Track Changes at every stage of development to clearly identify any changes you have made to the text. Always work from the document sent to you by your editor to avoid creating multiple incorrect versions of your manuscript. Do not continue to make changes while your editor is working with the manuscript; wait until they have sent it back to you.

What else do I need to provide along with my manuscript?

Please submit a short biography (100 words), a high-resolution headshot and any acknowledgements or dedications you wish to feature in the preliminary pages of the book. Your biography and photo will feature in marketing material for the book and any associated events and professional development sessions.

Do I need to create an index for my book?

No. We will commission an indexer to create an index for your text if it is required.

AFTER WRITING

What happens after my manuscript is finalised?

Once you and your editor are satisfied with the manuscript, the editor will officially hand it over to the designer. The designer will lay out your book according to a brief provided by the editor. You will be invited to review the layout and cover and provide feedback before the designer finalises the layout.

How does Hawker Brownlow tell the world about my book?

As we near the publication date, you will be introduced to the marketing, events, professional development and sales teams, who will create plans for advancing your work. You are encouraged to be active on social media. Hawker Brownlow will advertise your book through a variety of channels and your book will be available for pre-order several months before the publication date.

We're getting close now! How does my book end up in my hands?

Once the book is typeset, it will be proofread again to ensure that no errors have crept in. After some final logistical steps by Hawker Brownlow, your book will be available to order. Our publishing assistant will send you your contracted copies.

Does the support end once my book is published?

No! You will continue to work with the events and professional development teams to disseminate your work as widely as possible. You are more than welcome to contact anyone on the team at any time: to propose a new book, to ask a question or even just to say hello.

You're now part of the Hawker Brownlow family!

