

New Territory Press

New Territory Publishing (NTP) is a service for Writers Centre members only.

Activities involved in self publishing

- * Standard in-house rates are \$38/hour, with services billed in minimum 15 minute brackets of \$9.50
- * Outsourced service quotes depend on individual service provider costing systems and project specifications.
 - * Services available through outsourcing are subject to availability.
 - * Clients may choose to source alternative service providers if they wish
- * New Territory Publishing accepts no responsibility for liaising with alternate service providers.

All material to be in computer format

Note: Text to be supplied as a word doc. All images to be scanned and/or saved at highest resolutions in JPEG, TIFF or EPS format

Related services

- Scribing/typing (incl liasing with scribes)	Available through outsourcing
- Scanning	Available in-house at 50 cents/page
- File conversion	Select availability in-house

Resulting material

- Copy
- Images (cover and internal, including author's photo if desired and any logos required to recognise sponsorship and support)
- Blurb
- Front or end material (forewords, acknowledgements, bibliographies and references)

All material to have been completed to author's satisfaction

Related services

- Editing	Available through outsourcing
- Research/fact-checking	Limited availability through outsourcing
- Illustrating	Available through outsourcing
- Graphic design/image touch-up	Available in-house at standard rate
- Permissions and copyrights formally obtained	Not available

Resulting material

- Final draft of all text
- Approved image files
- Official permission documentation

Initial project consultation

Related services

- Meeting with project manager to discuss project specifications including reviewing material and discussing of design and layout. Available at standard rate

Resulting material

- Project specification document
- Design/layout quote or estimate
- Printing estimate based on project specification document (subject to change if project specifications or schedule change)

- Signed contract agreeing to project specifications
- Invoice for consultation time

All files to be supplied to New Territory Press in an accepted format on CD

Each CD must be accompanied by and signed declaration a) of what is contained on the hardware and b) that the author has permission to use it.

Related services

- Providing CD(s)	Costs dependant on material required
- Transferring files	Available in-house at standard rate

Resulting material

- CD(s) containing all relevant files
- Signed declarations of what material has been provided and that the author has permission to use it.

Additional material obtained

Related services

- Purchasing International Standard Book Number (ISBN) and, if requested, barcode.	Available in-house at \$40/ISBN, \$45/barcode
- Registering ISBN to book (requires information from author)	Included when ISBN is purchased
- Registering for Cataloguing-in-Publication (CiP)	Available in-house at \$5 per publication

Resulting material

- ISBN documentation
- CIP documentation (if requested)

Design and layout

Related services

- Desktop publishing	Available in-house at standard rate
- Construction of contents page	Available in-house at standard rate
- Indexing	Available through outsourcing
- Proofing of draft layouts (by author)	Completed by author
- Proofing of draft layouts (by proofreader)	Available through outsourcing
- Alterations and correction	Available in-house at standard rate
- Approval of final draft	Completed by author
- Completed file transferred to CD or USB as a PDF (Note: Payment is required before delivery.)	Costs dependant on material required

Resulting material

- Layout drafts/proofs
- Completed PDF file/files
- The return of all original content
- Invoice for desktop publishing services
- Back-up file to be kept by New Territory Press (Note: New Territory Press reserves the right to use previous projects as in-office sample material if required)

Printing, binding and delivery

New Territory Press works in partnership with Blue Star Print Group. The author is in no way obligated to use Blue Star Print Group's Services. New Territory Press does not accept responsibility for liaising with alternate publishers.

Related services

- Supplying files to printer	Costs dependant on material required
- Authorising final quote from printer	Completed by author
- Authorising printer's proofs	Completed by author
- Accepting delivery of finished publication	Completed by author

Resulting material

- Printer's quote
- Finished publication

Distribution

Once the book is published, you will need to satisfy legal deposit requirements. This includes sending a copy to the National Library. The individual states have additional legal deposit requirements. Details can be found on the National Library web site: www.nla.gov.au/

New Territory Press will provide you with information but does not accept any responsibility for the sale and distribution of client's books.