



Providing Publishing Services to Academics, Businesses, Executives,
Organizations, Professionals, Speakers, and Thought-Leaders

Manuscript Submission Standards

Gryphon's Key Publishing accepts unsolicited non-fiction manuscripts from Academics, Businesses, Executives, Organizations, Professionals, Speakers, and Thought-Leaders at any time, but we insist that all submissions follow the standards outlined here.

Please contact us at Acquisitions@GryphonsKeyPublishing.com prior to making any submission to verify whether **Gryphon's Key Publishing** is a fit for you and if you a fit for our business model.

Manuscript Format:

Manuscripts should be submitted in the following format:

- Manuscript file either Microsoft Word or PDF.
- Double space each line of each page (not 1.5).
- The font size is Times New Roman 12 point.
- The margins are one inch on all sides.
- Include a Title Page with the book title and author name(s).
- Include a Heading on each page other than the title page. The Heading is to include the book title and author name(s).
- Chapter Titles and Section Titles are to be in all capital letters.
- Begin the chapter body six lines below the Chapter Title.
- Each new paragraph is indented 0.5 inches (NOTE: please do NOT use the indentation features in Microsoft Word's paragraph formatting dialogue box. Use actual tab characters to indent the first line of a paragraph). The first paragraph of each new chapter or section is not indented.
- All paragraphs in the Manuscript Body should be justified to the left and right margins. Some text may also be indented and will be indented on both the left and right sides equally. (NOTE: the indentation features in Microsoft Word's paragraph formatting dialogue box should only be used if the entire paragraph is being indented, not just the first line).
- Page numbers are not necessary. If a Table of Contents is included, list the chapter titles, but do not

include the page numbers.

- When changing sections within a chapter, you may either use a Section Heading to denote a section change, or you may use three asterisks (***) centered on a line by itself to denote a section change.

Submission Package:

All manuscripts must be submitted electronically; we cannot accept paper submissions. Send your Submission Package to Acquisitions@GryphonsKeyPublishing.com via email.

If your Submission Package is too large to be sent via email, use WeTransfer.com to upload your submission to Acquisitions@GryphonsKeyPublishing.com. Please do not use GoogleDocs or any other file transfer service. If you do not have access to WeTransfer, contact us first at Acquisitions@GryphonsKeyPublishing.com before submitting your package, so we may work with you to determine the best file transfer service available.

The following must be included in every Submission Package. Incomplete Submission Packages may be rejected.

- Cover Letter
- Manuscript Synopsis (no more than one page, double spaced).
- Complete, professionally edited manuscript (no sample chapters, no unedited manuscripts) that is ready for publication. Manuscripts must include author photo(s) and bio(s), illustrations (if used), introduction (if used), forward (if used), dedication (if used), and all other content that will be included in the final produced book. All illustrations must be at least 300 dpi (this is a requirement of our printer) and be placed in the manuscript in their correct location. Do NOT send the illustrations as separate files unless asked to do so. **NOTE: Gryphon's Key Publishing** can help you source stock photos and custom artwork illustrations for an additional fee.
- Draft of the back cover text. If a dust jacket is to be produced, draft of the dust jacket flap text should also be included.
- Copyright release forms and/or copyright attribution for all illustrations and quoted materials included in the manuscript. If a manuscript requires releases prior to publication, *DO NOT submit your manuscript until you have obtained the proper release forms and legal authorizations*. These forms and authorizations **MUST BE** included with your submission. If you are the copyright holder of the illustration or quoted material, you must still provide a release form for it to be published by us. If an illustration or quoted material is public domain (no copyright permission required), provide verification of this. If you have any questions regarding copyright issues, please ask.
- Reviews/Peer Reviews. If your manuscript has been professionally reviewed or peer reviewed, please provide this information. Excerpts can be used on back covers, dust jacket flaps, and in the interior of the book.

Prohibited Content:

Gryphon's Key Publishing has the responsibility to protect itself from litigation that could result if we were to publish certain manuscripts without the proper permissions, legal representation, and sign-offs. We **DO NOT** publish any manuscripts *that require extensive fact checking, including checking for plagiarized content*. Fact checking every assertion made in these types of manuscripts falls on the publisher. We expose ourselves to litigation if we do not follow the rules. Even if you provide documentation that each fact has been adequately checked, we are liable if we don't verify those facts ourselves prior to publication, placing a tremendous financial burden on us that we will never recoup.

Any manuscript containing libelous and slanderous assertions—even if true—will be automatically rejected due to the potential for litigation. These assertions can be removed, and the manuscript resubmitted for consideration, but any manuscript containing such assertions will be rejected.

Disclaimer:

Gryphon's Key Publishing reserves the right to reject any manuscript. We may or may not provide reasons for the rejection. If a reason(s) is provided, and if those reasons include ways the manuscript can be modified for reconsideration, the manuscript may again once be submitted once the recommended changes have been made. However, the invitation to resubmit does not guarantee that your manuscript will be accepted.