

<b>Policy Area:</b> Editorial	<b>Subject:</b> Submissions
<b>Title of Policy:</b> Submissions Policy	<b>Number:</b> 2015-01
<b>Effective Date:</b> March 1, 2015	<b>Page Number:</b>
<b>Approved Date:</b> March 1, 2015 <b>Revision Date:</b> March 3, 2016	<b>Approved by:</b> Todd C. McKinney      Nessa Arcamene Founder                      Co-Founder

**1. RATIONALE OR BACKGROUND TO POLICY:**

PDMI Publishing, LLC has been in the process of developing department policies that will prepare the company to become a professional and competitive mid-size publisher. For this reason it is imperative that our interactions with the public are consistent, professional, timely, and bounded by our vision. It is important that the company establish a standard for receiving submissions. Whether or not an author can read and follow the rules will be some indication of whether or not they are an author suited to PDMI. However, for that to work, there needs to be a standard by which the submission can be judged.

**2. POLICY STATEMENT:**

The purpose of the Submissions Policy is to provide the standards required for acceptable submissions to PDMI Publishing, LLC. These standards must be met, and the schedule observed, or the manuscript will not be reviewed for possible publication by the company.

**3. PROCEDURES:**

Submission policies are ultimately the responsibility of the Chief Editor and the Managing Editor. This includes when submissions will be accepted and what the required format should be. Both the timing of the submissions window and the required format of the submission have a direct impact on the workflow and ease of Acquisition. For these reasons the policies may change from time to time. In that event the changes should be well documented and included as part of these procedures.

The Chief Editor and the Managing Editor are responsible for reviewing the submissions content on the website from time to time to ensure that it is up to date and accurately reflects our policies.

Previously published works are accepted as long as the PDMI Home Office gives its approval. The author must also have regained their rights and/or has changed the manuscript by more than 33% since last published. The author must notify PDMI that the work has been previously published, by whom and when. Failure to do so would be cause to cancel any contracts.

PDMI Publishing currently accepts simultaneous submissions as long as the author notifies us that is the case and immediately informs us if they accept another offer to publish.

Our website clearly states that we will not “fact check” a manuscript. This means that the author is responsible for eliminating or (within the story structure) explaining anachronisms. It should be a matter of course to at least note places where the author should confirm correct placement.

We do not, currently, accept short stories unless they are part of a planned anthology or collection. Children’s picture books must be a minimum of 25 pages; 40 pages is preferred. All other genres should fall between 50,000 and 150,000 words.

Submission windows are set at January 1-14, April 1-14, July 1-14 and October 1-14 of each year unless a submission holiday or other announcement is made. Authors currently under contract may submit at any time as long as they are aware that the title, if accepted, must take its place in the queue. The author will also need to be notified that we are limiting release of full-length works to one per author per year. Children's books are released based on the available time in formatting and with consideration of seasonal impact. Any accelerated plan of release must be cleared through contributing departments and the executive board.

Submissions must fall within the following imprint categories:

- ❖ Narratus – General Fiction
- ❖ Tari Books – Children's books, picture books, chapter books and middle grade books.
- ❖ EcoPreneur Press – Eco-friendly subjects such as health and well-being, energy, waste, and herbal medicine. This imprint also currently carries other nonfiction titles which do not fit well in Twin Wells. (We may need to consider a more general non-fiction label).
- ❖ Twin Wells – Spiritual, self-awareness, healing, and metaphysical subjects.
- ❖ Injected Ink Productions – Dark fiction, horror, thriller, and metaphysical subjects.
- ❖ Rara Avis – Science fiction and fantasy literary works.
- ❖ Victus – Teen, young adult.
- ❖ Author Pinterary – Specialty Publisher Imprint at the discretion of the executive board. May include mass market, library, hard cover or a special box edition of a title already on market.
- ❖ Promenade Productions – Graphic novels and comics.
- ❖ Docente Libri – Education and learning.

All submissions should be checked against this list for acceptability. Imprint should be assigned when the submission is accepted.

*Manuscript format guidelines must be followed.* If not, the Acquisition team should consider the author's ability to follow instructions and to contribute actively to the production of the title.

1. File format: Must be Microsoft Word or compatible file. NO PDF formatted files will be accepted.
2. Font: Times New Roman or Courier, 12-point
3. Margins: 1 inch on both sides, top and bottom.
4. Paragraph indent: .5 inch *indent only* – **NO tabs**.
5. Line spacing: double spaced
6. New Chapters: Start each chapter on a new page using Page Break after at least 2-3 lines below the Chapter ending text.
7. ***There should be NO tabs***
8. Do NOT double space between sentences (running a search and replace in any word processor, replacing two spaces with one space should clear nearly all problems).
9. Do NOT justify the text

Submissions for consideration should include the following:

1. Current posted policy indicates that we will only accept full manuscripts for consideration. If a synopsis is received and appears to be of interest, the full manuscript should be submitted before a final decision is made. In no event will a submission be accepted without a review of the entire content.
2. The manuscript must be attached to an email and sent to [submissions@pdmipublishing.com](mailto:submissions@pdmipublishing.com) or filled out online at [forms.pdmipublishing.com](https://forms.pdmipublishing.com)
3. Covering email should include the author's legal name (and pen name if applicable), a brief bio, and complete contact information.

4. There should also be a brief synopsis or outline of the work including the genre or subject and the word count.

The Chief Editor and the Managing Editor are responsible for deciding whether or not to participate in pitch sessions during events and conferences attended or sponsored by PDMI Publishing. If a pitch session is scheduled, then it is the responsibility of the Chief Editor and the Managing Editor to determine the window during which submissions will be accepted as a result of the pitch session. All other requirements as stated in this section must be observed.