

England, UK

France

New York,
USA

Guide to Publishing with



Tovim Press

book publishing services that are simply, Tov!

and



Russia

Japan

Spain

California,
USA

India

We're Read All Over!

Canada

Washington,
USA

Italy

Egypt

Guide to Publishing With



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Tovim Press
Picky Press



Publishing with Tovim Press and Picky Press

Introducing Tovim Press, LLC and its imprint Picky Press, the best resources for new Independent Authors. Tovim Press, LLC was created for an Orthodox Jewish audience, and Picky Press was design for any non-Judaism-related topics, but is still devoted to a more general family-oriented audience We pride ourselves in creating the finest quality. We accept all new authors, as long as the material fits our guidelines and [terms of use](#). You don't need to be famous or already published, we believe everyone has something valuable to write, and we welcome the chance to publish your book. We offer many free resources, [tools](#) and downloads, affordable prices on products and services, and provide constant contact throughout the Project. All you need is a finished book manuscript, and to choose which products and services you need for us to proceed. Choose from several different [Bundle packages](#). We offer flexibility, transparency in pricing, and lots of author tools.

Gone are the days of sending a heavy book manuscript through the mail and worrying about it getting lost. We provide the latest in technology– high-quality Print-On-Demand digital publishing. We have a completely secure website, and everything is done online, from book submissions to payments. On the following pages we offer a step-by-step guide for publishing with us.

Where to Start: Create Your Account

Go to <https://tovimpress.com/crm/clients/login>. You will see the Author Portal login page. Both Tovim Press and Picky Press share the Author Portal website, and you will see both logos in the upper left corner. It is helpful to bookmark this page for quick login access in the future.

To start the registration process, create your account with us by clicking on the “Submit Registration” button (just below the darker “Login” button). Once you have created your account and filled out your author profile form, you will only need to click on the “Login” button in the future.

Registering for Your Author Portal

Fill out the required author profile information form (below). If you can't fill out all of the required fields, just add some temporary dummy text until you are able to add it. You can always update your author profile. All this information is needed for the book publishing industry, and must be filled in eventually prior to publication.

COMPLETE FIELDS TO REGISTER

Primary Contact Information

First Name

Last Name

Email Address

Main Contact Phone

Website

Password

Repeat Password

Author's Legal Name*

Author Bio* - 200-4000 chars incl spaces

Accreditations- eg. Dr., Rabbi - include CV of author's credentials for scholarly works.

Additional Information- optional

Date of Birth* - required for copyright registration

Previous Works- Other books or articles you have written

Affiliations, Clubs, and Organizations

Royalty Payment Preferences*
 Nothing selected

Royalty Payments Sent to: (Check: Mailing Address / PayPal: Email / Zelle: Email or Phone)*

Annual 1099 and Royalty Reporting (Select at least one)*
☐ Send to Me by Email
☐ Send to Me by USPS

Author Account Information

Company Name (optional, if field is empty, primary contact name is used)

Work Phone

Address

City

State

Zip Code

Country
 United States

SUBMIT REGISTRATION

Click the “Submit Registration” button to submit all of your author info. You will receive a welcome email with information, contract files, and links. Download these forms to your computer where you know where to find them. Fill out the contract that applies to you, and the W-9. Click on File, then Save for these filled-in files. If they are not saved, they will remain blank even if they were filled out. When you log in next, you can upload them to your Author Portal.

5 Contracts

When you receive your “Welcome” email after registering, you need to fill out your Publishing Agreement contract and a one-time W-9 form. Click on the link in the Welcome email, and it will open a new tab with the contracts and W-9. Make sure to download and save to your computer first, or it will not save. (See previous page to fill in and save.) Choose the Agreement that applies to your current Project, for either Tovim Press or Picky Press, and of the two choices E-Book and/or Print Book. You can keep an unfilled copy of each if you plan to do more book projects in the future. On the Publication Agreement contract, fill out the lines on the first page (date, name, address, and book title), and e-sign on the last page. Save the pdf with the book title name in it and upload it to the Portal. Be sure to only upload the W-9 to your Author Portal, which is securely encrypted, since it contains sensitive information.

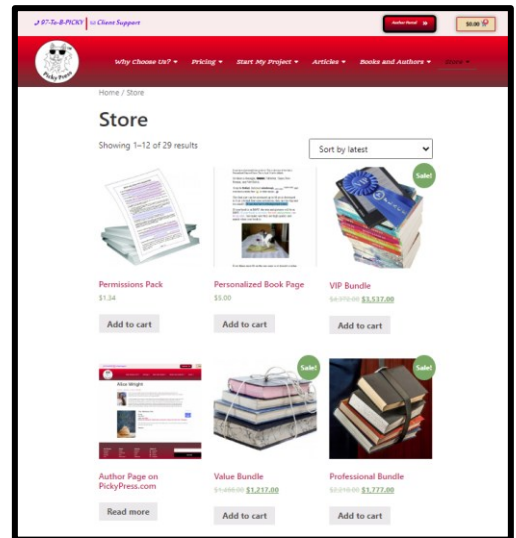
You must fill out a W-9 form so we can report earnings on any royalties you make to the IRS (over \$10). We will send you a 1099 (as an independent contractor) for your tax return. Fields to fill out are numbered in the W-9 picture at the right:

- 1- Author's Legal Name.
- 2- Check that you're an individual, not a company.
- 3/4- Fill out your mailing address.
- 5- Enter your SSN.
- 6-Type your legal name (this is your e-signature).
- 7- Type in the date.

Once you have filled out the Publication Agreement(s) you need, and the W-9, click on “File” in the upper left, and choose “Save As”. Name it in a way you can identify it, such as with the book's title and type. Upload Agreements and the W-9 to your Author Portal in their proper places, so that we can keep them on record. If you ever need to cancel a Publication Agreement, send us notification in writing.

What Comes Next: Purchase What You Need

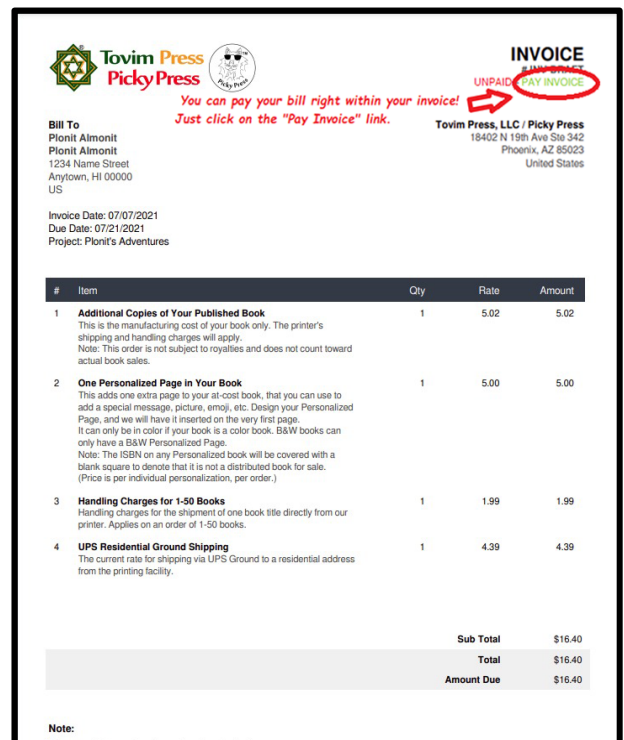
You may want to go to the Store page at either <https://tovimpress.com/store/> or <https://pickypress.com/store/> (pictured at right) to see what you need and/or purchase any services or products as pictured to the right. Items range from free items like fancy font packs, flourishes, page frames and templates. There is a [Hebrew Fonts](#) pack at Tovim Press, and a [Photo Permission forms](#) pack at Picky Press available for purchase for \$1.34. Both have services and products like ISBNs, Library of Congress Control Numbers, copyright registration, and individual or bundled services. Choose what you need for your book Project. At the least, all book Projects will need an ISBN for each book format. You can purchase items right away on the Store, or you can discuss with us what your needs are and we can invoice you. Either way, you can pay securely through Stripe or an existing PayPal account if you have one.

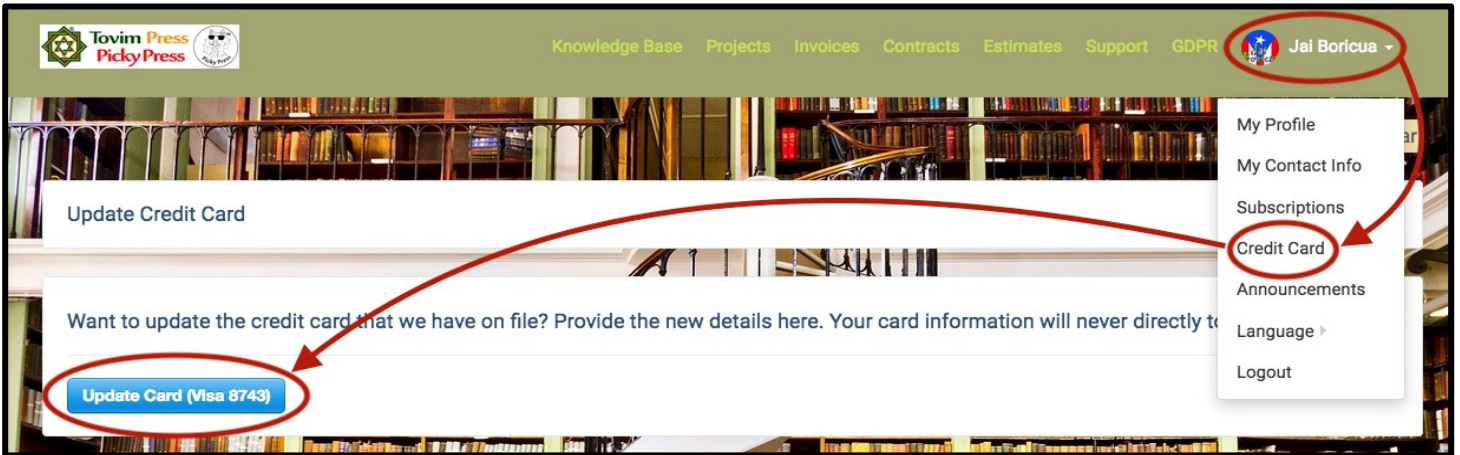


Note that ISBNs can only be used once per publisher, per book format, and per edition. If you need just the basics, you may want to purchase the Basic Bundle plus Additional Picture Insertions if your book has only a couple of pictures. If you want extras for marketing materials for your book, professional reviews, complete websites, and deluxe services you can always get a bigger bundle. Plus, there are Add-Ons; products and services you can always get in addition to what you already have. Once you have chosen and paid for what you need, we can proceed to start your book Project. If you need to pay on an installment plan, this can be arranged, but your bill must be paid before publication of your book occurs.

Payment Options

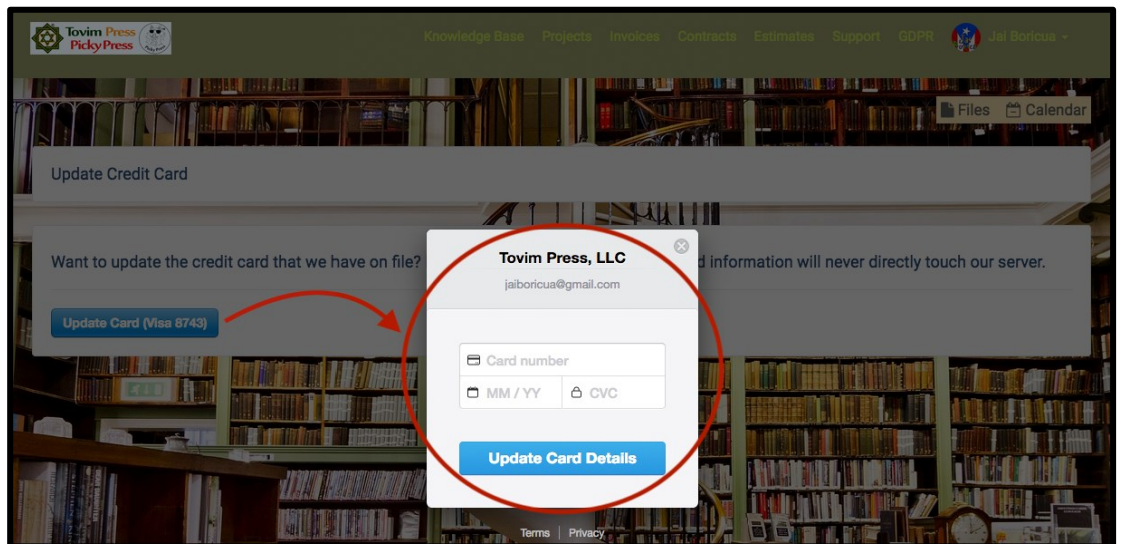
We offer several ways to pay for services, products and book copies. We use two secure merchant payment processors, Stripe and PayPal. We do not accept checks, cash or money orders, and no credit card information is ever stored on our site. We link online through these companies and you pay through them. PayPal is another option for those who have an account with them. Stripe does not require an account and the Stripe.com website stores all your information. Once you have made a payment through Stripe, subsequent payments can be easily made securely, using Stripe's stored information that you provided from previous payments, without the need to re-enter any credit card information.





If you need to change or update your credit card information for Stripe, you can do it right within your Author Portal. Click on your name, and in the drop-down menu, select “Credit Card”. Then select “Update Credit Card”. A box will come up for you to fill out the information. It’s that easy!

When buying items from the Store, you can pay there, or you can ask to be invoiced, especially if you want a special payment plan. You can pay your bill from your emailed invoice when you click on “Pay Invoice” as seen in the picture on the previous page. You must be logged into your Author Portal to pay your bill with Stripe.



Book Title Set-Up Form

Be sure you have an ISBN for each book format, one for a print book, and one for an E-Book (if you’re doing one). You will need this information for the next step, submitting all the information we need about your book. Before we can start your Project, you need to fill out the [Book Title Setup Form](#). There is a link to it in your Welcome Email, or click on the link above. Fill it out as best you can. This will start

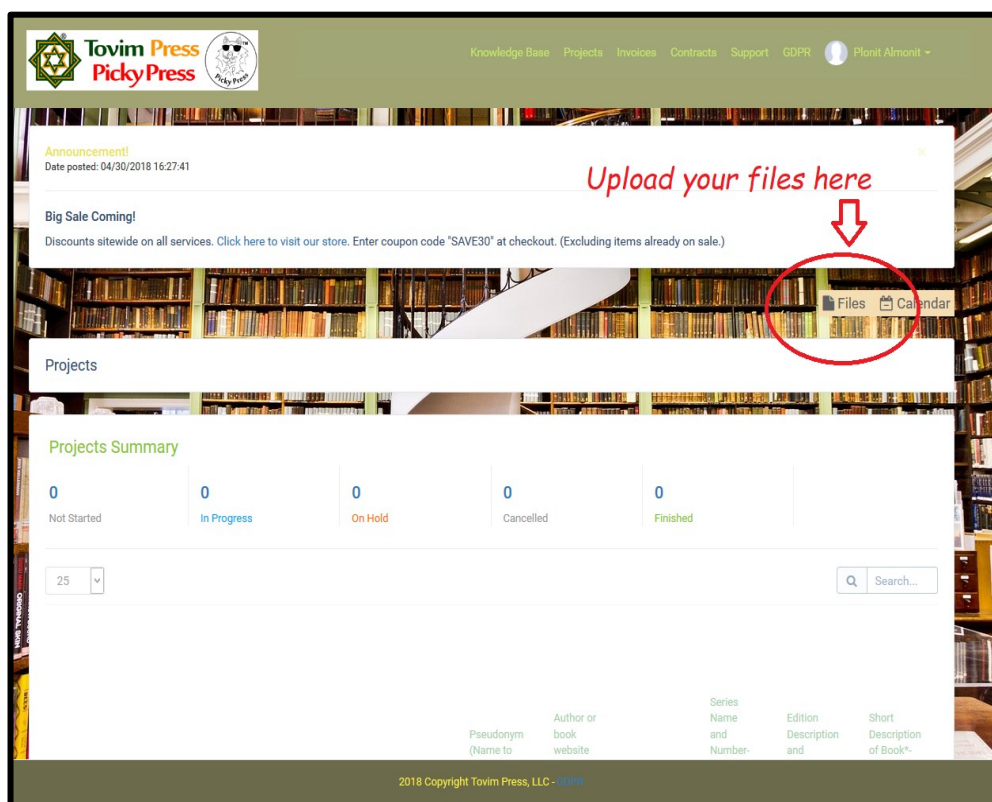
the process of setting up your Project in our system, and you will see it listed in your Author Portal under the book title name. (Even if there are two different formats, like an E-Book as well as a print book, it will also be listed under this same Project title.) Once you have purchased what you need and filled out the Book Title Set-up Form, we can proceed to begin your book Project. This will be the Start Date of your Project in your Author Portal. When you fill out the Setup Form, you will be asked for an “On-Sale Date”. This is your official book launch date, and we recommend setting it a month or two after your Project is finished, as it enables you to send out pre-release copies for reviews, and allows time to send out promotional materials. (Note: We will not release a title for distribution until your book Project has been paid for in full.)

After your Project has started, all of your book’s information will appear in your Author Portal when you log in. (Please allow a day or two for all of this information to be entered in. During this time, you can still upload general author-related files to your Author Portal.) After your Project has been entered in, it is officially started! Your Project will be assigned to your own personal publishing editor.

Submitting General Author Files

To submit general files for your author info, (such as contracts and W-9), log into your Author Portal, and click on the File Folder icon in the beige rectangle. Once you are in your Author Portal, you have the option to upload directly from your computer or directly from any pre-existing Dropbox account. If uploading from your Dropbox, a sign-in box will appear and you will be asked to log into that account. Then you will see your list of files. They can be downloaded one by one, and appear here in your files tab. We ask that you upload files directly to your Author Portal instead of using email, as it is far more secure, and allows for much larger sized files than most normal email accounts allow. Note: This is NOT the place to upload your Project files. (More on that later.)

Whenever you need to upload or access general files, click on this File Folder icon to see a list of all your files and the dates that they were uploaded as shown below. This area is useful for uploading an author picture, credentials, and cover pictures of any books you may have previously published.



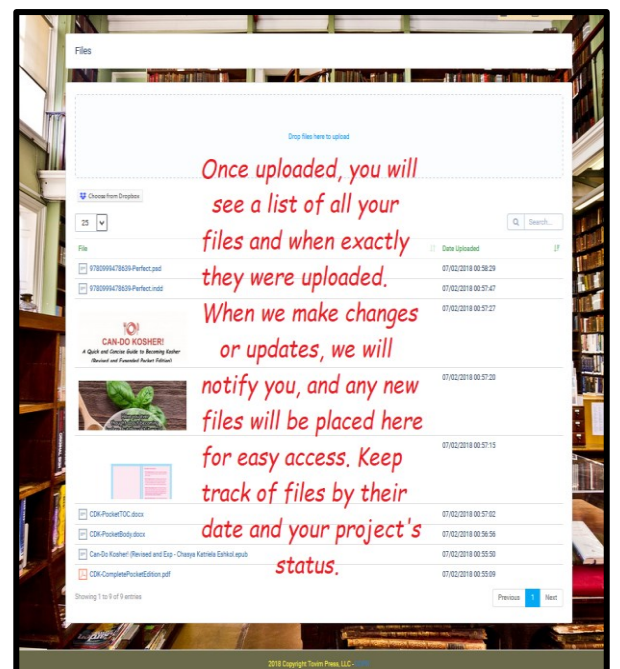
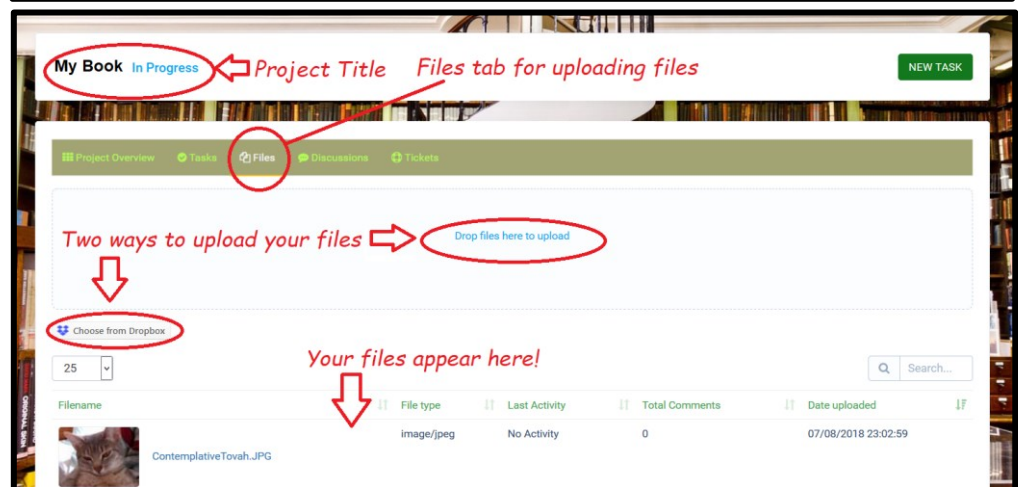
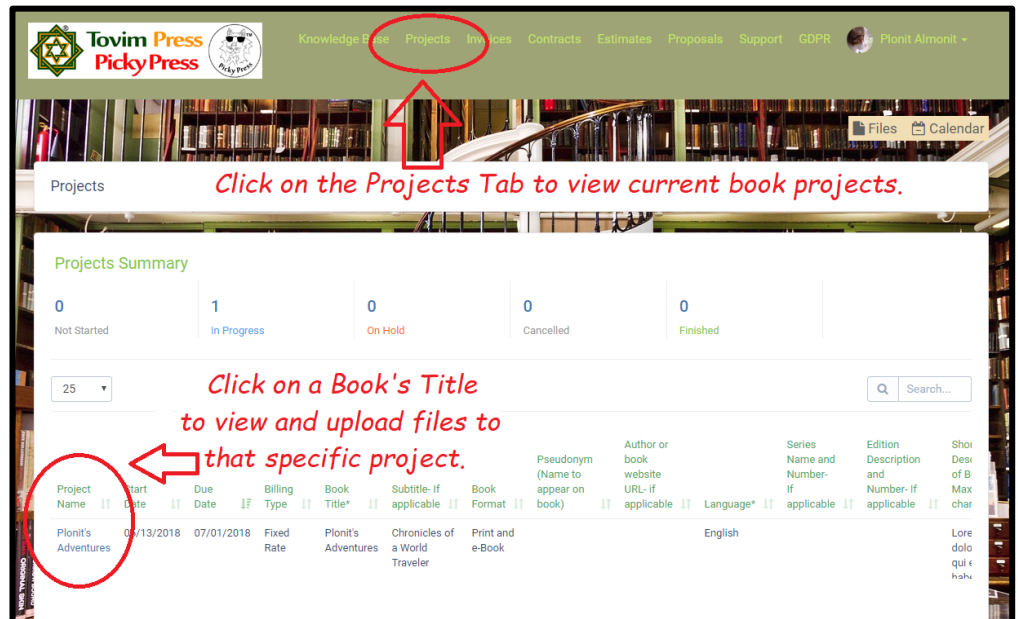
Uploading Files for Your Book Project

Once your book Project has been started, when you log in and scroll down slightly you will see the Project title. Simply click on your book title to view any additional info that we may have added. The Projects tab (shown to the right) is where your entire book Project will be created and all its files will be accessible. Click on the Projects tab to view all your different book Projects. Click on the Book Title that you want to work on.

Once you're in that Project, you will see a "Project Overview" to the left, and progress graph to the right. The Project Overview contains all of the information you entered in your original Book Title Set-up Form.

When you need to upload files for your Project, here is where to do it: Click on the green tab that says "Files". (Do not click on the beige "Files" icon in the upper right corner, that is for your general files *only*.) The Files tab within your Project uploads all of the necessary files in the folder designated for your specific Project. Here too, you will have the option to upload directly from your computer or a pre-existing Dropbox account.

Whenever you need to upload or access files within a specific Project, you should always do it through your Projects tab and that particular Book Title in order to avoid delays and misplaced files. Comments and instructions on specific files can be added by clicking on that file's name. A box with the file's name comes up, and comments can be made in the texting box to the right.



Tasks, Questions and Support

My Book In Progress

Submit a new project task → **NEW TASK**

Tickets

New Task

To open a support ticket, click here.

Subject: Book Cover

Priority: Medium

Milestone: Nothing selected

Start Date: 07/09/2018

Due Date: 07/31/2018

Assign task to: Chasya Katriela Eshkol

Task Description: I want to make a book cover out of this. See attached.

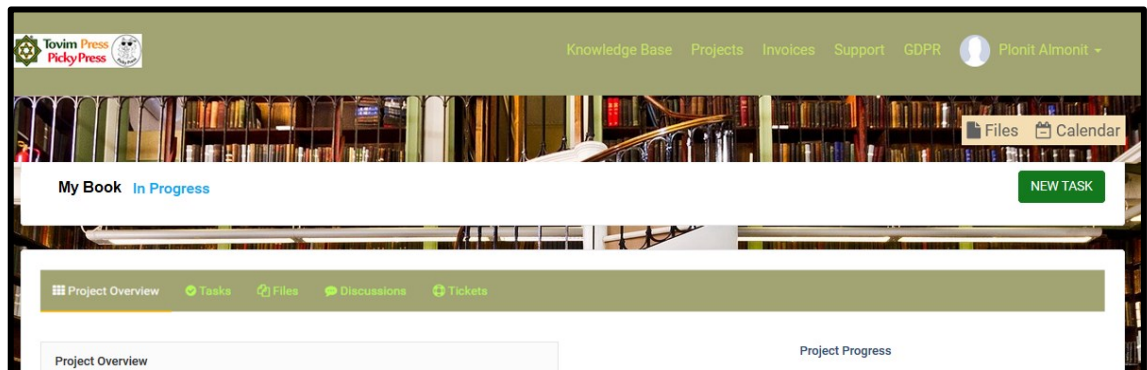
This attaches files to the Task

Attachment: Browse... vineyard-2331887.jpg

SAVE

You can create a new task by clicking on the “New Task” button directly within your Project. This is used for Project-specific requests or changes to items in your Project. If you have any other problems or questions relating to your account, you can open a support ticket by clicking on the “Support”(at the top) or “Tickets” tab.

Here is an overview of all the important tabs available within your Project. The main ones you will be needing are “Project Overview” (to make sure all of our book info is correct and up-to-date), “Tasks” (to assign any tasks to us), “Files” (to upload files to your Project), “Discussions” (to communicate with us or answer us) and “Tickets” (to submit a support ticket if anything goes wrong). “Invoices” (at the top next to Support) is where you can access all of the invoices you have paid, or that are still pending.



The Creation Process

Once registered in your [Author Portal](#), with all the forms filled out, you need to decide on some important details pertaining to your book, such as Trim Size, price, etc. To help with this, we have [Book Estimator Tools](#) on our website for determining book types for your genre, book costs, royalties, and suggested retail list prices.

We work on the Project according to the products and services you have purchased, and the book format and type that you select. Once your manuscript is completed and you have purchased and paid for your Bundle and any extra products or services, and filled out the required contracts, you're ready to have your book Project started. We will send you your assigned ISBN number(s). Fill out a [Book Title Set-Up Form](#) with as much information as you can about your book, and click on Submit. This will be sent to us, and a copy emailed to you for your records. We then create a new Project in your Author Portal. Each Project's name is a book title, and all files pertaining to it get entered into that specific Project. Once it appears in your Author Portal, you can start to upload files to it.

We go over your whole book with you, sometimes page by page, and chapter by chapter, until the end. Once a page count is finalized, work can start on final cover design. When your interior and cover are done and ready to submit, it will be uploaded to your files. You will need to review this proof pdf. Study it carefully and make a comment on the file of any corrections or changes, because once your book has gone into distribution, it is harder (and costlier) to go back and change things. After submission, each time a change is made it requires a revision fee, since it is like a whole new book to the printer's files. When you feel your book is ready and it meets your approval, you need to order a physical proof copy to make sure. You won't believe how many typos and silly errors are found in a hard copy. Once a physical copy is approved, we submit it to distribution.



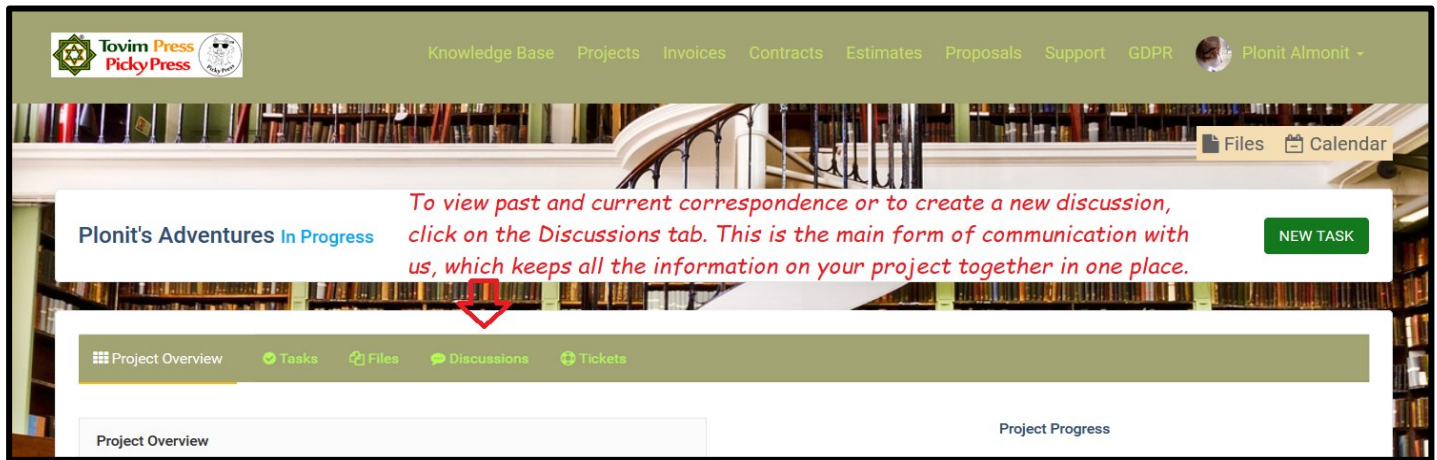
What We Need from You

Upload all of your files to the Author Portal for your Project, (or separately in each specific Project if you have more than one book started at a time). The files we need include:

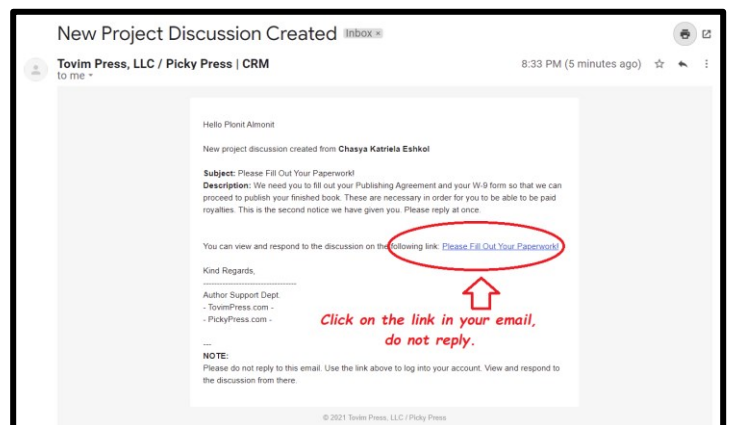
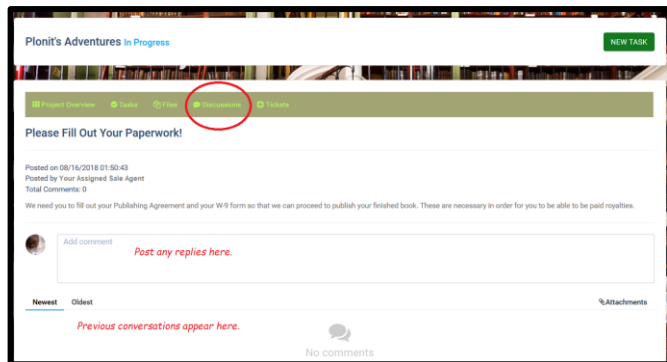
- *All interior book files.* Acceptable Formats: DOC, DOCX, PAGES, RTF, TXT, INDD, or PDF. Ideally, separate chapters should be in separate files for each if the book is more than 100 pages.
- *Any and all graphics files.* Acceptable Formats: JPG, JPEG, PNG, GIF, PSD, TIFF, BMP and PDF. Scan color pictures or photos at 300 ppi. For very fine black and white line drawings, they should be scanned at 600 ppi in grayscale. We can try to improve graphics, but there are no guarantees if they are below this resolution. If a picture is fuzzy, it will usually stay fuzzy unless reduced.
- *Any special font files in OTF or TTF.* (Make sure that they are permitted for commercial use.)
- *Cover files or samples.* Acceptable Formats: PSD, JPG, JPEG, INDD, PDF, GIF, TIFF or PNG, but there are many more. Cover files are done in Photoshop, put through a special process, and made into a print-ready format with proper resolution and other specifications.
- *Notes or comments about the Project.* Acceptable Formats: DOC, DOCX, TXT, PAGES, or PDF. You can

also contact us. Your input is essential. We will contact you with any questions on your Project as well. You can use Discussions for individual issues, and/or make comments on files within your Project.

Corresponding with Us on Your Project



If we need to inform you of something concerning your Project, we will create a Discussion. When you receive the “New Discussion” email (below right), do not “Reply To”. Click on the topic link. This will take you to your Author Portal and you must log in. From there you will see the Discussion and can respond. This keeps all information on your Project together so that important information is organized and easily found. Files can be uploaded and shared by dragging and dropping. This is a secure method of communication, enabling large files to be shared.



Purchasing Your Own Books at Cost

Upon approval, when you need to order a physical proof copy, ask us to order it and we will invoice you.

Once your book has been published, when you want to buy extra copies at cost (excluding shipping and handling fees) get in touch with us through your Author Portal via Discussions, Chat, or you can email us. Let us know how many books to order, whether regular or rush service, and shipping types so we can order it from the printer. We will invoice you. Once we receive the payment, we will submit the order. Orders can be shipped to you, or wherever you need them. We offer this as a courtesy to our customers and do not charge extra. What the

printer charges us for books, we charge you, and no extra markup. Do note that any books bought at cost *do not count towards actual book sales*, and are not subject to royalties.

Special Single Personalized Page

If you would like a single Personalized Page in the beginning of your book bought at cost, for \$5 each personalized copy, we can arrange it. Simply tell us what you want on the single page and we will set it up. It is only one page, and will be the same color format as the rest of your book– Black & White can only be in Black & White, and color is only allowed if your book is already in color. It can contain pictures, emojis, and text can be in color or highlighted. See the [Store for Personalized Page](#). The special page is never added to books that are sold or in distribution, it is for your ordered copy only. A personalized book copy will have a sticker placed over the ISBN to denote that it is different from an actual book copy that is sold.

Use it for birthday gifts, prizes, or in honor of someone’s special event. Multiple copies can be personalized with the same page if desired, for occasions like, special events, book clubs, dedications to charity or a library.

Our Policy: Terms and Conditions

Tovim Press specializes in Jewish books, primarily for an Orthodox Jewish audience, that is in line with Torah and the Oral Tradition. Picky Press specializes in family-oriented books, that have wide appeal to all. Books should ideally be “Rated G-PG-13”. Unlike larger Traditional publishing companies, we welcome material from anyone, not just important or famous people, but lay-people as well. We publish new authors, “indie” (independent) self-publishing authors, and/or established authors. Subjects can range from pets, guidebooks, family life, cookbooks, collections of poetry, non-fiction, biographies, fiction, non-fiction, reference, autobiographies, memoirs, family-trees, children’s or teen books, or most any other genre you can think of. We can print any book as long as it fits within the following terms:

1. Works must NOT contain vulgar language or profanity (with the possible exception of quotes or other explicatory phrases depending on the situation), and under NO circumstances will any racially slanderous, or offensive material of any kind be permitted. Pictures, artwork, photographs, or other graphics may NOT contain any pornography or explicit poses, and pictured people should ideally be dressed in a non-revealing manner. We ask that these guidelines be followed with respect to our audiences.
2. Works must NOT contain promotion of political agendas, anti-USA propaganda, anything sexist, racist, anti-Semitic, hate-oriented, defaming, slander or gossip toward anyone. Books may not contain any pictures portraying violence, abuse, or gore.
3. Tovim Press, LLC/Picky Press reserves the right to reject any work not adhering to the above terms. We ask that you please cooperate with our terms, as we promote family values, and positivity.



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