

HSBN Publishing Submission Guidelines

Our Style and Format

HSBN Publishing publishes personable, readable, relatable books that honor God and help readers live their lives of faith in a meaningful way. In order to produce your best possible product, HSBN Publishing suggests that you prepare a comprehensive book proposal before you submit a manuscript to us. ***Why is this necessary?***

Your preparation of a comprehensive proposal assures that you have thought through some very important issues concerning turning your heart's ideas into your readers' knowledge. Both you and your publisher must be completely clear about the mission and the market for your book. You must think through things like the objective of your book, the benefits it will offer your readers, and your book's uniqueness in the market. You also want to be sure everything that should be in your book actually makes it into the manuscript.

To insure your success at the task of completing a comprehensive book proposal, the price of the dynamic 12-hour, fun AuthorizeMe® seminar, taught by our very own publishing director, can be included in the price of your publishing package. If possible, we recommend you attend in person for the best result. However, if you cannot attend in person, a CD set recorded at a live seminar, is available.

HSBN Publishing does not accept unsolicited manuscripts. Query either in person with someone on the publishing or editing staff, or by a one-page, well-worded e-query or one sheet including a one paragraph description, the objective or mission of the book, the contents, a short bio succinctly explaining why you are the right author for this book, and your contact information. A sample one-sheet is below.

- ***Pray*** as you research and write your book so that if published, it will reach the hearts and possibly change the lives of many readers.
- ***Understand*** that although we are a custom publishing house and we publish many types of books, not every manuscript will be the right fit for our company's partnership. HSBN Publishing reserves the right to refuse to publish any manuscript for a variety of reasons including the following:
 - The manuscript contains statements or espouses ideas that are contrary to the Holy Bible and our statement of faith.
 - The manuscript encourages membership in any religious organization or cult other than the Christian faith.

- The manuscript espouses inflammatory, dangerous, immoral, and/or illegal ideas and beliefs.
 - The manuscript cannot be edited well because of numerous errors in the areas of syntax, usage, spelling, punctuation, etc.
 - The manuscript cannot be edited well because the ideas are garbled and unintelligible.
 - Other reasons that may present themselves and are prayerfully agreed upon by the publishing staff.
- **Prepare** your manuscript being mindful of correct spelling and syntax, and paying special attention to precise and meaningful word choices. When quoting Scripture, always indicate the version used and double-check for accuracy. HSNB Publishing prefers the use of Scripture from translations rather than from paraphrases.
 - **Submit** all manuscripts via email to **Sharon Elliott, publishing director at Sharon.Elliott@hsbn.pub**.
 - Type “Manuscript Submission” and your last name in the subject line.
 - **Type** your manuscript as a Microsoft® Word document.
 - **Type** your manuscript using Times New Roman, 12-point font.
 - Double space by formatting the spacing, not by hitting the space bar twice at the end of each typed line.
 - Do not include any other fancy formatting. All special formatting discussions must be addressed between you and the publisher. Do not type your own extra formatting into your manuscript. For example:
 - Do not use bold or all caps to emphasize a point.
 - Use italics only when grammatically correct to do so. When in doubt, leave it out. Our editors will make those corrections.
 - Do not place text boxes around anything.
 - Etc.
 - If you do not follow these basic manuscript formatting instructions, an additional charge of \$100.00 will be added to the editing part of your publishing packet because the editor will have to remove all this extra formatting before your manuscript can be turned into the book you want to see.

- **Attach** your manuscript to your email as a Microsoft® Word document. **Do not** attach it as a PDF. **Do not** use Pages. **Do not** use a Google Doc. If your manuscript is submitting in any other format than simple Microsoft® Word, it will be returned to you for you to turn it into a Microsoft® Word document that you can then resubmit.
- **Format** headers and page numbers at the top on succeeding pages.
- **Keep** to the requested and agreed-upon word count. HSN Publishing prefers to publish books between 30,000 and 60,000 words in length. If your book has a shorter or longer word count, additional discussion with the publisher will be necessary.
- **Indicate** whether or not your book is being published for the first time, or if it is being submitted for reprinting. If your book is being reprinted, HSN Publishing must verify that rights to the manuscript have been released from the previous publisher. Also indicate whether this is a simultaneous submission.
- **Submit** all photographs along with the manuscript. Photos must be at least 300dpi. Be sure you have the permission to submit the photo for publication from the photographer and from all the subjects in the picture. Submit written proof of said permission.
- **Use** the following heading at the top of page 1 only (**NOT** as a header).
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Full Name	First or Reprint Rights
Address	_____ Words
City, State, Zip	©2016 (Name)
Phone number and e-mail address	website (if any)
Xxx	Simultaneous Submission

Sample One Sheet

A Teen God Can Bless

A Christian Living title by Sharon Norris Elliott

A Teen God Can Bless explores the major problems, mistakes, and character flaws of 19 Biblical characters with a view to encourage teenagers to steer clear of incorporating the same negative issues in their lives. Each Biblical character's story is told in first person so the reader will feel a sense of attachment and immediacy. Following each character's story is a short section relating the Biblical account to a present-day situation. The third section of each chapter is interactive and helps the reader incorporate the truth of the chapter into his/her life. Each chapter ends with a suggested memory verse to cement the truth into the reader's heart.

A Teen God Can Bless will surprise teens with information about the bad guys and girls in the Bible, generating interest in Bible characters as real people. The book will help teens make quality lifestyle and behavioral choices, identify their own negative qualities, and apply Biblical principles to their daily life situations. Finally, teens will be inspired to memorize Scriptures that relate to helping them over some of their hurdles.

Additional books in this series related to other members of the family that God can and will bless:

- A Parent God Can Bless
- A Woman God Can Bless
- A Leader God Can Bless



As a graduate of Biola University and as a Bible study leader for many years, and a 28-year veteran high school teacher, Sharon is capable of communicating God's truth to teenagers in a way which spurs them to action. She has an incomparable knack for interpreting Scripture precisely, honestly, and in such a down-to-earth manner that her audiences and readers "get it." She is a sought-after conference speaker whose audiences say she has the ability to tickle the funny bone while touching the heart. Sharon schedules 25+ speaking engagements annually and is a popular presenter at the nation's foremost writers' and speakers' conferences. Her recent sales include *Power Suit: The Armor of God Fit for the Feminine Frame* (New Hope Publishers 2011) and *Raising Boys to be like Jesus* (Judson Press 2009). She is CEO of Life That Matters Ministries (www.lifethatmatters.net), AuthorizeMe® (www.AuthorizeMe.net), and Milk & Honey Life Retreats (www.milkandhoneylife.com)

Her daily devotional blog “A Heart for the Word/SaneWriter’s Blog” has gained an international following (www.sanewriter.wordpress.com).

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