

Student Anthology Publishing Guide

Education Partnership Group



Steward House Publishers

www.stewardhouse.com

Publishing Student Anthologies

with the Education Partnership Group of Steward House Publishers

Welcome! This guide is designed to address in detail the various steps involved in partnering with Steward House Publishers through the Education Partnership Group in the publishing of an anthology. The guide generally describes these steps in chronological order. For the purposes of this guide, Steward House will frequently be abbreviated as SH. The person who creates an account at SH to organize the anthology is referred to as a “sponsor”. And the people who create accounts at SH in order to submit their published work are referred to as “students”.

Stage 1: Starting Out / Gathering Information

At this point, you’ve spoken with a representative from SH—you should have received in the mail a welcome letter, a brochure that details our services more carefully, and this guide. If you’re viewing this guide online and would like to receive a printed copy of this guide, contact us at support@stewardhouse.com. If you’re looking for a summary of what it means to partner with SH in the publication of an anthology, we encourage you to refer to the welcome letter and brochure. This guide is designed to explain the process in as much detail as is possible.

If you have reviewed the materials that were mailed to you and are looking for more information, your next step is to visit our Education Partnership Group site at <http://www.stewardhouse.com/epg> and view the content freely available to you there. You’ll be able to view all the documents that were mailed to you, as well as the specific legal agreements involved in publication.

Stage 2: Creating a Sponsor Account

Now that you’ve decided to begin the process of creating your student anthology, you need to create an account at SH. This is a simple step that is accomplished entirely online. Return to <http://www.stewardhouse.com/epg> and follow the instructions there for the creation of a sponsor account.

You’ll need to be ready to provide your name, contact information, and some simple demographic data about your school. You’ll also agree to the legal arrangement between your school and SH—the agreement is posted on our public web site for you to review

before creating your account, if desired. Once your account is created, in the future you'll use the email address you provided, and the password you typed in, to access the online tools necessary for the organization and publishing of your anthology. None of the information you provide to SH is ever shared or distributed to any other company or organization. SH does not ask for any payment in exchange for the creation of the sponsor account.

When your account has been created, you'll be logged into your account automatically: the page you arrive at will be referred to as the SH homepage in this guide. From the SH homepage, you can continue to view all of the documents that were available from the public web site, but now you have access to a variety of tools that will assist you in the creation of a published anthology.

Stage 3: Students Creating Their Own Accounts

Once your account has been created, you'll receive the information your students will need to create accounts associated with your school. Student account creation is very similar to the process you followed in the creation of a sponsor account – students will go to a specific page at SH's web site, provide some personal information (which, again, will be used only by SH internally), and be forwarded to the student homepage on SH's web site. The terms of use accepted by students requires them to agree not to submit any material they do not have the right to (e.g., someone else's poem copied from the Web).

You, as sponsor, will have the right to delete any student's account for any reason.

Stage 4: Students Submitting Their Writing

When logged in, students will have access to the submission tool, which allows them to submit their writing, one piece at a time. Each piece will need to be given a title, and will be pasted into a text box. Students will need to remember that any formatting they may have done in a word-processing program (e.g., the use of boldface, italics, etc.) will not be retained.

When a work is submitted, it is automatically run through SH's obscenity check, which compares the text of the work with a list of pre-designated words that have been classified as objectionable. If a work contains one or more of these words, the student will receive a message rejecting the submission and explaining why. You, as a sponsor, have the ability to

edit the list of obscene words if you should want either to add or subtract words from the default list.

After the obscenity check, SH also runs an automatic check on the text of the work, which inserts random phrases from the submission into a Google search, and rejects works which appear to be identical to writing available on the Web. We emphasize that this is intended to simplify your work reviewing student submissions, and is designed to catch only the most blatant offenders – if only a portion of a work is plagiarized, or if a work is plagiarized from a source not included in Google’s search, this check will not identify any problem with the submission. The final decision to accept or reject the submission will be yours as a sponsor.

Lastly, SH checks the total word count of the submission to ensure that accepting it will not place the student above the cap of 10,000 total words.

If a submission passes all three automatic checks, a preview copy is displayed to the student, showing roughly how the submission will appear if included in the published anthology. They’re asked at that point whether or not they confirm the submission. This allows students to catch glaring errors and dump the submission, so that it can be resubmitted. They also have the opportunity at this point to select the layout style for their work – different layouts are available for both prose and poetry – and to see how that decision may affect the appearance of their work on the page.

Once the student has confirmed or deleted the submission, they are asked if they want to submit another piece or conclude the submission process. SH maintains a word count of each student’s confirmed submissions: they’ll be able to view the number of words in the submissions already confirmed and how far that puts them from the cap of 10,000 words.

From the homepage, students will be able to view the preview of any confirmed submission if they want to check their work again. They’ll have the ability to delete any confirmed submission if they have changed their mind regarding it or if they want to submit a revised copy.

Stage 5: Reviewing Student Submissions

It is important to remember that Steward House’s editorial staff will not exercise any judgment regarding the quality or appropriateness of submissions that have been approved – we leave complete control and authority over the contents of your school’s

anthology in your hands. For this reason, no submission reaches our editors to be added to your anthology without first being approved by you, the sponsor.

As student submissions come in, you will have access to view them when logged into your sponsor account, in order to review and approve them. You will be able to view (but not edit) the student's submission, laid out in the format selected by the student. You have the ability to “Accept” or “Reject” the submission. Accepting the submission will place it in the list of submissions approved for publication, which will be placed in the anthology. Rejecting the submission will return it to the student – when they next log on, they will see that a given submission was returned to them.

You are encouraged to talk with students whose work is rejected, particularly when their submission seems to have been sincere. The process of receiving constructive criticism, revising their work, and resubmitting can powerfully improve students’ writing, especially as the incentive of being published as an author should add to their motivation.

Stage 6: Submitting the Anthology for Publication

At some point, you will have to declare your submission process over so the anthology can be published.

Before the anthology can be published, you have a variety of choices to make regarding the appearance of the published anthology. These choices can be made at any time after your sponsor account is created, but it is important to look over the choices before you submit the anthology for publication. Once you’ve submitted the anthology, any changes you elect to make will cost your school money for the revision of the proof. As you’ll see from the anthology options screen, you have control over many aspects of your school’s anthology: its title and cover design, the dedication that will appear inside the book, the text that will appear on the back cover, and the type of paper and font used inside the anthology.

You’ll want to check to see that you’ve reviewed all student submissions before you submit the anthology for publication. Any submissions that have not been reviewed by that point will be automatically rejected and returned to the student.

You’ll also want to check your students’ status regarding payment of their submission fee. Steward House requires a minimum of 20 paid contributing authors for a published anthology. Any unpaid student submissions will need to be covered by credit card or removed before SH can take the anthology to publication. If you choose, you have the ability

to reject submissions from students who have not paid their submissions fee, but you must do so prior to submission of the anthology for publication. If you seek to remove any submissions from the anthology after it has been submitted, there will be an additional fee to cover the revision to the proof.

Steward House bases all its agreements with your school on the assumption that your school's submitted anthology will exceed 100 pages in length and that it will not exceed 700 pages in length. Submitted anthologies that do not meet these minimum and maximum standards will be considered on a case-by-case basis and may be refused for publication.

After your anthology is initially submitted to Steward House, SH's editorial staff will prepare the anthology for publication. Once a proof has been completed to our satisfaction, you will be sent a PDF proof to review. It is important for you to review and approve that proof—until we are given approval for the PDF proof, we won't be able to move forward with the publication of the bound copies of your school's anthology. If, in reviewing the PDF proof, you discover an error made by SH, contact us directly: we will remedy the error and send a new proof for review. If you discover anything in the proof you would like changed which is not the result of a direct error made by SH staff, you can contact SH to make whatever changes are necessary, but your school will be billed for the revision of the proof.

Once the PDF proof is satisfactory to you, and approval has been sent back to SH, we will initiate the process of actually printing the anthology and listing the anthology with nationwide booksellers.

Stage 7: Selling the Anthology as a Fundraiser

You have complete freedom regarding when to take orders for copies of the anthology from students, families, and community members. These sales could begin as early for you as the weeks prior to opening the submission process, or as late as the time-frame after your student authors have been shipped their complimentary copies of the anthology.

Each school's fundraising and accounting standards vary, and we encourage you strongly to be familiar with your school's guidelines prior to beginning the ordering process.

As far as your interactions with SH are concerned, the ordering of books is very simple—you, the sponsor, will contact SH with a bulk order. As long as the number of copies exceeds 50, SH will ship the specified number of copies to your school at a discount of 40% off the cover price. (If your order quantity is less than 50, there will be an additional charge of \$15

for shipping.) It is our assumption that you'll sell the books for the cover price, thereby taking 40% of the book's price as funds to support vital programs and events at your school. You are free, though, to sell anthologies at adjusted prices (offering discounts, for example, to people willing to purchase several copies). You are also welcome to order books for which you have not yet been paid – if those copies fail to sell, however, SH will not accept the return of the anthologies.

Your school's anthology will be available on nationwide online booksellers like Amazon.com and BN.com, but we strongly encourage you to sell the books directly through your school. While your school will receive a royalty for each book sold online, the arrangements with online booksellers force your school's per-copy royalty rate substantially lower than the 40% we offer your school for direct orders.

Stage 8: Receiving Anthologies and Prepping for Next Year

Anthologies will be shipped to whatever mailing address we have on file for your school. If it's important that your name, as sponsor, appear as the addressee, please make sure to communicate that to SH. If you receive a shipment, and feel that you did not receive the number of anthologies you ordered, contact us immediately.

After the anthology is distributed, you may find that more people are willing to place an order. SH is happy to process additional anthology orders from your school (subject to the same minimum order restrictions) at any point – even in the year following publication.

Steward House will send you a royalty check for the online sales of the anthology each year in August.

If at any point in the year you decide to continue the partnership with SH through the following year, contact partnerships@stewardhouse.com with your intentions. If we haven't heard from you, a representative from SH will contact you to confirm your interest in continuing to work with us.