

The Submission Process

- FIRST ROUND SUBMISSION (2 chapters, synopsis & cover letter) sent to us - 4 weeks waiting time
- First round Response:
 - **Yes:** Go to next section
 - **No:** Short critique, and a few pages of editing - we're happy at this stage to answer any questions.
- SECOND ROUND SUBMISSION (Full manuscript) sent to us - 4 weeks waiting time
- Second round Response:
 - **Yes:** Go to next section
 - **No:** Short critique, and a few pages of editing - we're happy at this stage to answer any questions.

CONGRATS! YOU'VE BEEN OFFERED A PUBLISHING DEAL!

- We will send you an electronic copy of the contract and give you a week to simply look through it and get back to us with any questions
 - It all looks Okay: Go to next point
 - You have queries: We will take as long as required to sort through them.
(Remember, there is no obligation on your part until the contract is signed)
- Each part (Publisher & Author) prints off a copy of the contract, initials every page, signs, and send it to the other party - so both have a copy of the 'wet-signed' contract

HUZZAH! WELCOME TO THE IQ COHORT!

- We will have an initial meeting (usually via Skype) to discuss the rest of the process
- Author gets sent the 'Master To Do List' for their title, which outlines important deadlines in the different processes, from Editorial to Design to Marketing.
- Dependent upon genre and workloads, you will be assigned one of three editors we have here at IQ
- The ball gets rolling!

Your book will now go through the editorial process, which takes a few months. During that time, your assigned IQ person (we really need to get ourselves catchy names!) will work with you on building your online presence, getting your website to its shiniest, and talk through what the marketing process will look during the launch. You will also be consulted when the cover is created, to ensure that we get as close to your vision as possible.