

Author Handbook

General Topics

When you sign your contract with Fireborn Publishing:

If it's your first contract with us, you will need to fill out a **W-8 or W-9 form**, which will be sent to you via DocuSign. You will additionally need to fill out a **contact form**, which can be found on the [Authors](#) page. The contact form will need to be emailed back, but you can ZIP the file, for security. You will not need to fill either of these out again, unless the IRS changes forms or your information changes.

Once you have signed your contract, go to the Authors page and fill out the **Book Information Form** and the **Cover Art Request Sheet**. The BIF is an online form, and the CARS (like the contact form) will need to be emailed back to us. While the W-8/9 and contact form do not have to be filled out immediately, the BIF and CARS should be filled out as soon as possible, to avoid delays in your stated release date. You will need to fill these two forms out for every book you sign to us.

Please keep in mind that books 20K and below will use one of the Fireborn Flash Fiction covers. You can choose which one your book will use from the [Art Choices](#) page, which is linked from the Authors page. Longer works will use a custom cover. Authors can ask to use their own cover art, but it must be accepted by the art dept, for size, resolution, and for acceptability of the art itself. We do not promise that you will be able to use your own art.

Cover and Book Files:

You will receive an invitation to your personal folder on the **Google Drive**. When you first sign in, it will be empty. When your cover art is complete (after your interactions with your cover artist, of course), it will be added to the sub-file for that book. When your final book conversions are done (after your edit and proofing passes), several formats will be loaded in the file folder. These folders will allow you to download art and formats, at any time, in case of loss of files or catastrophic loss of hard drive.

We routinely load the following file formats:

DOC- your final formatted book file

AWZ/Mobi/PRC- the Kindle formatted files

ePub- the standard format for iPod/iPad/iPhone/Apple, Nook, and many other handheld readers

PDF- a standard, durable file format that operates cross-platform

If you require any of the other available file formats, let Brenna know, and she will load any of the following for you: FB2, HTML, LIT, LRF, PDB, RB, or ZIP HTML.

If you have problems connecting to Drive, let Brenna know. She can send another invitation. Drive works best with either Chrome or Firefox/Mozilla browsers. If you still cannot connect with the Drive, let Brenna know, and she can email files to you.

As per the contract, you are permitted to use 5 copies of your sale files for personal use, contest entries, contest prizes, and gifts to friends/fans. You are also permitted to use an unlimited number of your ARC copies to secure reviews, but since we also send out review copies, you may want to check who we've sent to before sending out more to avoid double-submitting.

We do ask that you share any reviews you get with us, as we post them on the sale page.

When will your book go live/distribute?:

Typically, your book will go live for pre-sale on the Fireborn site within a few days of receipt of the contract and Book Information Form. It will have the "Coming Soon" cover, until the cover is completed. When the cover is completed, it will take an average of 2-5 days to show on your pre-sale title on the site.

If the final converted book files are created more than a few days before book release, you may additionally see pre-sales allowed for your book on Amazon, Coffee Time Romance, and Kobo. If those files are completed last-minute, the book will be loaded to Amazon by Monday, following release day on FBP, and the other channels will be loaded by a week following release on our site. Within a week after release day on the FBP site, you will see your book added to Nook, All Romance eBook/OmniLit, and BookStrand. ARe/OL additionally distributes for us to iBookstore, but we do not control how long it takes for a book to show for sale there. We give permission for it to distribute out when it is added to ARe/OL.

What about royalty reports? What if I need to reach someone?:

All of that information is already on the Authors page. We try to make it as easy as possible for you to find the information you need!

Please let us know if we haven't told you anything you need to know.

Welcome to Fireborn!