



Author Welcome and Onboarding Guide

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, to give you hope and a future." - Jeremiah 29:11

Welcome to Your Publishing Journey

Welcome to the Tranquility Pages family! You've taken an important step in sharing your God-given message with the world. This comprehensive guide will help you understand our publishing process, set clear expectations, and prepare for a successful partnership.

Our Mission Together

At Tranquility Pages, we believe God has given you a unique message to share. Our role is to help you deliver that message with excellence, clarity, and impact. We're not just publishing your book—we're supporting your ministry.

What Makes Tranquility Pages Different

Our Approach to Christian Publishing

- **Faith-Centered Process:** Every step begins with prayer and seeks to honor God
- **Author Partnership:** You retain ownership and control of your work
- **Quality Excellence:** Professional standards in editing, design, and production
- **Personal Attention:** Direct access to your publishing team throughout the process
- **Ministry Focus:** Understanding that your book serves a greater purpose
- **Ongoing Support:** Relationship continues beyond publication

Our Core Values

Value	What This Means for You
Clarity	Transparent communication, clear timelines, honest feedback
Excellence	Professional quality in every aspect of your book
Peace	Calm, supportive process without stress or pressure
Integrity	Honest business practices, fair contracts, ethical approach

Faith	Understanding your book's ministry purpose and spiritual impact
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Your Publishing Package Overview

Essentials Package Authors

What's Included

- Professional developmental and copy editing
- Custom cover design with 3 concept options
- Interior layout and typesetting
- ISBN registration and copyright filing
- Print and eBook file preparation
- Amazon and IngramSpark distribution setup
- Basic marketing guidance and launch support
- 30 days post-launch support

Mentored Package Authors

Additional Features

- Enhanced editing with developmental manuscript review
- Multiple cover design rounds with premium options
- Professional author website setup
- Social media templates and graphics
- Comprehensive marketing plan development
- Launch team coordination support
- 60 days post-launch support with check-ins
- Author platform building guidance

Partnership Package Authors

Full-Service Features

- Comprehensive manuscript development and coaching
- Premium cover design with market research
- Complete author brand development
- Professional author photography coordination
- Advanced marketing campaign management
- Media kit creation and publicity support
- Speaking opportunity development

- 180 days ongoing support and relationship management

The Publishing Timeline

Phase 1: Project Initiation (Week 1-2)

1. **Welcome Call:** Personal conversation with your project manager
2. **Manuscript Review:** Initial assessment and timeline refinement
3. **Author Questionnaire:** Detailed form about your vision and preferences
4. **Contract Completion:** Final agreement signing and payment processing
5. **Team Assignment:** Introduction to your editor and designer

Phase 2: Editorial Process (Week 3-8)

1. **Developmental Edit:** Big-picture feedback on structure and content
2. **Author Revisions:** Time for you to implement suggested changes
3. **Line and Copy Edit:** Detailed editing for flow and mechanics
4. **Final Author Review:** Your approval of all editorial changes
5. **Proofreading:** Final check for any remaining errors

Phase 3: Design and Production (Week 9-12)

1. **Cover Design:** Custom concepts based on your brand and market
2. **Cover Refinement:** Revisions based on your feedback
3. **Interior Layout:** Professional typesetting and formatting
4. **Production Files:** Print and digital file preparation
5. **Final Approval:** Your sign-off on all design elements

Phase 4: Launch and Distribution (Week 13-16)

1. **ISBN and Registration:** Official book registration processes
2. **Distribution Setup:** Amazon, IngramSpark, and retailer configuration
3. **Marketing Preparation:** Launch materials and promotional planning
4. **Publication:** Your book goes live for purchase
5. **Launch Support:** Active support during your book launch

Communication and Expectations

How We Communicate

- **Project Manager:** Your primary contact for all questions and updates
- **Weekly Updates:** Regular email updates on project progress
- **Scheduled Calls:** Phone/video calls at key project milestones
- **Document Sharing:** Secure online portal for manuscript and design sharing
- **Response Time:** We respond to all communications within 24 hours

What We Need From You

Author Responsibilities

- Provide complete, final manuscript at project start
- Respond to editorial questions and feedback within agreed timeframes
- Review and approve design concepts promptly
- Provide accurate author bio and book description
- Supply high-resolution author photo
- Complete author questionnaires thoroughly
- Participate actively in marketing planning

Revision Policy

- **Editorial Revisions:** Included in your package scope
- **Cover Design:** 3 rounds of revisions included
- **Interior Layout:** 2 rounds of revisions included
- **Additional Changes:** Quoted separately if beyond package scope
- **Author-Initiated Changes:** Significant content changes may incur additional fees

Editorial Process Deep Dive

Types of Editing We Provide

Edit Type	Focus Areas	What You Can Expect
Developmental	Structure, flow, content organization	Big-picture feedback on manuscript effectiveness
Line Editing	Sentence flow, clarity, voice	Improved readability and engaging prose
Copy Editing	Grammar, punctuation, consistency	Polished, error-free manuscript
Proofreading	Final error check	Print-ready, professional document

Working with Your Editor

- **Professional Expertise:** All editors have Christian publishing experience
- **Respectful Approach:** Suggestions that honor your voice and message
- **Collaborative Process:** Your input valued throughout editing
- **Biblical Accuracy:** Careful attention to theological soundness
- **Clear Communication:** Explanations for suggested changes

Design and Production Standards

Cover Design Philosophy

- **Market Research:** Analysis of successful books in your genre
- **Brand Alignment:** Design reflects your personal brand and book message
- **Professional Quality:** Designs that compete with major publishers

- **Platform Optimization:** Covers work effectively as thumbnails online
- **Print Considerations:** Designs optimized for both print and digital

Interior Design Standards

- **Readability First:** Typography chosen for easy reading
- **Professional Layout:** Consistent spacing, margins, and formatting
- **Chapter Design:** Attractive chapter openers and page layout
- **Scripture Formatting:** Special attention to biblical quotations
- **Print Quality:** Optimized for professional printing standards

Marketing and Launch Support

Pre-Launch Marketing

- **Marketing Plan:** Customized strategy based on your platform and goals
- **Content Calendar:** Suggested social media and blog content
- **Launch Team:** Guidance for building and managing your launch team
- **Media Kit:** Professional materials for media outreach
- **Advanced Reader Copies:** Strategy for pre-publication reviews

Launch Week Support

- **Technical Support:** Monitoring of all sales platforms
- **Marketing Guidance:** Day-by-day launch week recommendations
- **Problem Resolution:** Quick response to any distribution issues
- **Performance Tracking:** Sales and ranking updates
- **Celebration:** Acknowledging your achievement and success

After Publication

Ongoing Support Includes

- **Technical Support:** Help with distribution platform questions
- **Marketing Consultation:** Ongoing promotional strategy advice
- **Sales Reporting:** Help understanding royalty reports and sales data
- **Speaking Opportunities:** Guidance for book-related speaking
- **Future Projects:** Consultation on subsequent book projects

Your Rights and Ownership

- **Copyright Ownership:** You own all rights to your work
- **Control:** Final approval on all editing and design decisions
- **Pricing:** You set retail prices for your book
- **Distribution:** You choose which platforms to use
- **Future Decisions:** Complete freedom for future publishing choices

Frequently Asked Questions

Timeline and Process Questions

Q: What if my manuscript isn't completely finished?

A: We can work with manuscripts in various stages, but we recommend your manuscript be at least 90% complete before starting the formal publishing process.

Q: Can I make changes during the process?

A: Minor changes are normal and included. Significant content changes may affect timeline and could incur additional fees.

Q: What happens if I'm not happy with the editing or design?

A: We work with you until you're satisfied. Our goal is your complete satisfaction with the final product.

Marketing and Sales Questions

Q: How much marketing support do I get?

A: This varies by package, from basic guidance (Essentials) to comprehensive campaign management (Partnership). We provide tools and strategy, but you remain the primary marketer of your book.

Q: What should I expect for sales?

A: Book sales vary widely based on many factors. We focus on helping you reach your target audience effectively rather than making sales predictions.

Your Support Team

Remember, you're not alone in this journey. Your Tranquility Pages team is here to support, guide, and celebrate with you every step of the way. We're honored to be part of bringing your God-given message to the world.

Questions or concerns?

 info@tranquilitypages.com |  Direct line provided in your welcome packet

 www.tranquilitypages.com | Author portal access provided

"And we know that in all things God works for the good of those who love him, who have been called according to his purpose." - Romans 8:28