

Author Questionnaire

At Legacy Book Solutions, we want to make sure your book is everything you want it to be, but to do that, we need a clear idea of what you want it to be. The purpose of this questionnaire is to help you create a vision of your book and to make it easier to share that vision with us.

The questions are designed to help you clarify your own thinking. They will also help your LBS team create a timeline and estimate for the production of your book. Finally, they will inform any marketing decisions you make, either on your own or with your LBS team.

Please take your time with the questions and think carefully about them. Feel free to talk to others about any questions before answering.

NOTE: This is only a preliminary questionnaire. If you are not sure about an answer, indicate that and give it your best guess.

GENERAL INFORMATION

Title (or working title):

Author/s:

Additional contributors (preface, introduction, foreword, examples, help with certain sections, ghost writing):

CONTENT

Describe the content of the book in 100 words or less:

Describe the story in one sentence (fiction only).

Describe what the book is about (the moral or theme) in one sentence (fiction only).

Combine those two into one sentence (fiction only).

Describe your ideal reader:

What do you want readers to get from the book?

What excites you most about the book?

When you talk to other people about the book, what excites *them* the most?

Is this book a revision of a previous book?

If so, how is the revised edition different?

What percentage of the book has been revised?

Why have you revised your book?

What books have similar content to this book?

Name three ways this book is better than similar books.

PROCESS

Is the manuscript complete?

If not, how close is it?

Do you need assistance to complete it (if so, what)?

Do you have a target date or specific event for the completed book?

DESIGN

Describe your vision for the *look* of the finished book (examples: hardcover, paperback, colorful, professional, creative, informal, inspirational).

How will readers use the book (examples: read once and put on shelf, keep on their desk and refer to often, write notes and comments in it)?

What is the estimated length (in pages?)

What is the size of the book (height and width of a page?)

What graphics will the book have (please give a rough estimate of the number of each):

- Charts
- Illustrations
- Photos
- Forms
- Pull quotes (*sections of 1 – 4 sentences pulled out of the text and printed in the margins or in the box in the text*)
- Bulleted or numbered lists
- Other (describe as best you can)

Do you have graphics *already designed* you want included (if so, roughly how many)?

Do you have ideas for graphics that *someone else needs to design* (if so, roughly how many)?

PRINTING

Approximately how many copies of your book do want to print?

Will it be paperback or hardcover?

MARKETING

Do you have a website or blog?

If so, please list their addresses:

Do you have profiles on any social networking sites (Facebook, LinkedIn, etc..)

At the time your book will publish, do you expect to travel, lecture, give workshops, etc.?

Describe the nature of these activities and whether you normally charge a fee.
Include approximate dates and locations if possible:

Have you published other books?

If so, please list your other books with title, publisher, year of publication, and type of book.

Has any article or story of yours attracted particular attention?

If so, please elaborate:

List the names and addresses of any companies or individuals whose products or services are mentioned in your book:

Please list any additional comments or suggestions you have for promotion and publicity: