

(SUBMISSION GUIDELINES copy)

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PREMIUM PRESS AMERICA publishes books in a variety of formats in keeping with the needs of their respective market(s). The gift/souvenir and trade are PPA's primary markets. PPA will review unsolicited manuscripts only if submitted in keeping with the following guidelines:

- Manuscript(s) must be in English and printed on 8.5" x 11" white paper.
- Manuscript(s) must be reasonably complete.
- Manuscript(s) should follow *The Chicago Manual of Style* and *Merriam-Webster's Collegiate Dictionary* for questions regarding grammar and spelling.
- Query letters are encouraged but not required before submission.
- Manuscript(s) must be presented both electronically and with a hard copy.
- Manuscript(s) must be identified with the author's name, address, telephone and email contact information and date of submission.
- Manuscripts must be paginated, printed in black ink only, size 12 font, in Arial, Times New Roman, Courier, Georgia or Garamond fonts only, single sided pages only, with title and author's name as headers on every page. Do not indent paragraphs or use blank lines between paragraphs.
- Manuscript(s) should be accompanied with a brief synopsis.
- Requests for the return of rejected manuscripts must be accompanied with appropriate postage.
- PPA assumes NO responsibility for lost or improperly submitted manuscripts.
- Unpublished original work and with some exceptions previously published works may be considered.
- PPA requires a minimum of 90 days for review.
- Up to three submissions are accepted by an author at a given time, but should be accompanied with separate cover identification.
- Simultaneous submissions are acceptable, but should be noted as part of the identifying information.
- If another publisher accepts a manuscript previously submitted, PPA should be notified as soon as possible.

PPA's non-fiction gift/souvenir titles are presented in several broad categories including *general interest, inspirational, seasonal & holiday, health & wellness* and *geographical*.

All PPA gift/souvenir titles must meet specific guidelines. PPA gift/souvenir titles are 128 pages, printed on 60lb white offset paper, trimmed 5.5" x 5.5" with a printed 4-color, perfect bound, lay flat film-laminated cover. At the discretion of the Publisher, PPA may include photographs and/or illustrations. There are NO exceptions.

PPA does NOT routinely publish poetry, romance, mystery or children books.

Submit query letters or qualifying manuscripts to The Publisher, Premium Press America, 2606 Eugenia Avenue, Suite C, Nashville, TN 37211-2177