

Author: _____ **Book:** _____

Manuscript Submission Worksheet:

Please complete this section and return it (along with any pages that need to be attached) with the other pages from the welcome packet.

Bible Versions:

Do you have any Scripture references in your book? _____ Approximately how many? _____

Please list the Bible versions in your manuscript you submit to 5 Fold Media:

(We ask that you stick to one main version and only deviate to another one a few times if absolutely necessary.) We ask that you do not use the NIV version as an author has to get written permission and pay fees to use this version.

Versions allowed at the time of this packet: KJV, NKJV, ASV, NASB, MSG, AMP, NLT. See the author log-in area of our website for more information about our Scripture use guidelines.

Double-check all Scriptures for correct references/version. For example, you may have quoted Luke 3:12, but cited it as Luke 3:2.

People Named in the Book:

Who is named in your book? Are they real or fictional? What do they look like? (main description, tall, short, hair color, eye color, etc.). Have you changed their name in the book? If so, what is the changed name? Did you change their appearance or description (identity)? Please attach a separate sheet if you need more space.

Regardless if the person is real or fictional, please give us as many details as possible. The author is responsible for getting written permission from anyone real they named in the book. Forms can be found in the author login area of 5 Fold Media's website. Note: if the person is deceased, no permission is needed.

Name	Real/Fictional	Description	Name Changed
E.g. Bill	Real	Tall, dark, blue eyes	Steve
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Organizations (Companies/Churches/Businesses) Named in the book:

If you mention a trademarked name like Walmart, Sears, Starbucks, 5 Fold Media, First Assembly of God, etc. in your book, you have to get written permission from that organization. Author is responsible for securing written permission from any organization they wish to mention in the book. Please list any organizations mentioned in your book. Please attach a separate sheet if you need more space.

Name	Real/Fictional
E.g. 5 Fold Media	Real
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_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Material From Other Sources:

What material have you used from other sources other than Bible quotations? This includes dictionary definitions, quoted or paraphrased material of any length, song titles or lyrics, Internet research or articles, or **any** other material that you had to use as a resource. You must secure written permission from the publisher or label company of these materials to be used in a commercial book. Some publishers may require a fee to use their material, especially for song titles or lyrics. These sources also need to be cited properly for either footnotes (preferred) or endnotes. Please refer to the citation examples later in this packet, and use the endnote/footnote function in Microsoft Word to insert any endnotes or footnotes. Author is responsible for obtaining all written permissions for sources used.

Name of Source	Publisher/Web Address
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Photos/ Illustrations

Author's Photo: Will you have a photo of yourself on the back of the book? _____

If yes, please tell us the name of the photographer/studio who took the picture. _____

Have you secured a written photo release from the photographer yet? _____

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Author(s) Signature(s)

Date