

The Graduate Group
PO Box 370351
West Hartford, CT 06137-0351
(860) 233-3100
or
(860) 233 2330

To: Authors Interested in Being Published
From: Bob Whitman
Re: What THE GRADUATE GROUP Can Offer You

BACKGROUND

THE GRADUATE GROUP has been a small publisher for over 40 years. We publish exclusively for libraries and career and placement offices and internet sales in the United States and abroad. Among the areas that we are known for are: books related to internships and job opportunities, books to help the elderly and disabled, books related to law and medicine, books to help test-taking, books for inmates in prison, and any title that can be of practical help to people. We are interested in any manuscript that offers help and guidance to the public. In particular, we seek manuscripts from educators that can be used in their classes.

The advantages of our publishing exclusively for libraries and career and placement offices, internet sales, and classroom use are: we can avoid the fight to gain shelf space in bookstores, we can receive a fair price for our product, we can pay a higher royalty to our authors, and we can publish very small runs.

For a prospective author who is looking to have a million dollar bestseller, THE GRADUATE GROUP is **not** for you. For a writer who wants to get published without cost, and gain recognition for his/her efforts, and a royalty, we may be the right vehicle.

HOW THE GRADUATE GROUP WORKS

We place your book on our website. Periodically, we circularize libraries with our latest releases. As they order from us, Amazon and Barnes and Noble pick up the book. At this time, our books are priced at \$30.00 each. Unless we feel that we can sell out a short run (500 copies), we will duplicate books on order. While this is an expensive way to publish, it avoids our keeping inventory and, if interest in the book is not great, we avoid suffering a loss. We depend on authors to market their own books. We require a business plan from all authors.

Because of our unique publishing process, we must have an author's camera-ready hard-copy manuscript. If the author wants it, he/she is responsible for providing the necessary artwork, editing and formatting. We will publish exactly what you present to us, and you can create and design a cover to your specifications, or we will supply our standard cover. Each of our books run from 125-250 pages. All our books are 8 ½" x 11" softcover.

CONTRACT

RIGHTS OF THE AUTHOR

All we seek from the author is a right to duplicate and distribute their work. The author will keep the copyright. A royalty of \$5.00 for every book sold at full price will be given to the author. The author will have the power to terminate the arrangement upon 30-days written notice to THE GRADUATE GROUP. In such case, our ISBN number can no longer be used.

RIGHTS OF THE GRADUATE GROUP

THE GRADUATE GROUP is free to decline to publish any work and free to terminate publication at any time. If an author wants the return of a manuscript, this must be requested in writing and the cost of return postage must be met by the author. An author must represent that his/her work is an original work done exclusively by the author(s) and that he/she wishes THE GRADUATE GROUP to distribute the work on the above-mentioned terms.

An author who finds the above provisions attractive should contact Bob Whitman at the letterhead address or phone number or via e-mail (robert.whitman@uconn.edu).

I understand that if I decide to submit a manuscript to THE GRADUATE GROUP, the above conditions will apply.