

GLOSSARY OF WRITING TERMS

- **ACQUISITION EDITORS-** The person at a publishing company in charge of reviewing and rating incoming manuscripts for possible publication and then supervise the publication process.
- **ACTIVELY SEEKING-** Agents post on various writing websites, or in literary magazines their, "Actively Seeking Clients," announcement. This is no reason to assume they will accept whatever comes across their desks. When a reputable literary agency announces they are seeking clients, hundreds of hopefuls will correspond daily. You will have competition from the best. For your protection, carefully research any agent/agency which interests you before becoming involved.
- **ADJECTIVES-** Any word which modifies, or describes, a noun.
- **ADVANCE-** A sum paid to the author in anticipation of royalty earnings.
- **ADVANCED READING COPIES (ARC)-** This is the term for a book's initial print. These early copies are released for promotional purposes. Advanced copies go to media outlets, reviewers, and any other person or company who has a special interest in the book.
- **ADVERBS-** A word which modifies, or describes, a verb. Commonly, adverbs have an, "ly," at the end. Ex. Tenderly, lovingly, warmly, softly, harshly.
- **AGENT-** A literary agent. This is an individual to represent you and your work to major publishers. When a number of different agents work for the same company, it becomes a literary agency. Appropriate conduct and reasonable expectations regarding agents are discussed further in this book.
- **AMERICAN BOOKSELLERS ASSOCIATION (ABA)-** American Booksellers Association is a not-for-profit trade organization devoted to meeting the needs of its core members - independently owned bookstores with store front locations - through advocacy, education, research, and information dissemination
- another.
- **APPENDIX-** Supplementary materials printed at the end of the general text.
- **ART DESIGNER/PHOTOGRAPHER-** This individual creates the cover art for a book. They may also help with illustrations, paintings, and other relevant art to the written work.
- **ASSIGNMENT-** A project assigned to a writer by a publication. This is normally with a deadline and a set payment to the author. Assignments can be interviews, research pieces, or in-depth exploratory works.
- **ASSOCIATION OF AUTHORS' REPRESENTATIVES-** (a.k.a. AAR), the "Board of Ethics," for literary agents. By corresponding with agents who are members of this association, you are ensured that the agent/agency will be professional, ethical, and respective of all AAR codes of conduct.
- **AUDIENCE-** Your prospective readership. Many times, a publisher will ask, "what audience are you trying to target with your work?"
- **AUTHOR-** An individual who writes a book.

- **BACK MATTER-** The section after the body of the text and may include the endnotes, index, bibliography, author biography, etc.
- **BAR CODE-** A system of stripes and bars printed on the back cover of a book. Used universally in the book industry for automated ordering and inventory systems.
- **BINDING-** The process of affixing pages together in a single bound book.
- **BIO/BIOGRAPHY-** A professional listing of writing credentials. Biographies should not contain a great deal of personal information or opinion unless you note that it is a personal biography and don't use it for professional purposes. When creating a biography, be concise and alert for errors.
- **BLUELINE-** The proof sheet(s) of a book revealed in bluish ink that shows exactly how the pages or cover of a book will look when it is printed.
- **BLURB-** Abbreviated, positive review of the book or the author often appearing on the back cover or in front matter.
- **BOOK-** A bound publication of 49 or more pages that is not a magazine or periodical.
- **BOOK DOCTOR-** This individual examines your manuscript for errors, inconsistencies, or areas you should improve. It isn't recommended that writers seek their services because so many are questionable. This can be a shady field and many "professionals" seek to scam unknowledgeable authors. The majority of book doctors perform simple editing.
- **BOOK PRINTER-** This is the most recommended method of self-publication. These companies are up-front and honest with authors. Book printers only print books. Some offer promotional packages if authors choose to pay extra. Book printers make no promises and charge economic rates. More information is available in later chapters.
- **BOOK RATE-** Shipping term. If you send a book through the postal service. You can request this to lessen the cost of postage.
- **BOOK SIGNING-** When you appear at a bookstore, convention, or other place to promote your book with autographs. This is a wonderful way to speak with readers and to personalize their reading experience. It is not often as lucrative, or "big," as many authors hope, however it provides the best atmosphere for interacting with your readers.
- **BOOKEXPO AMERICA (BEA)-** formerly known as the American Booksellers Association Convention & Trade Exhibit, is an education forum, a center of rights activity and the meeting place for the entire publishing industry.
- **BOOKS IN PRINT-** A database managed by R. R. Bowker of books in or about to print based on the ISBN numbers issued by them to the publishers.
- **BYLINE-** A term relating to Staff Writers and permanent, publication staff. A byline is located at the front of a publication in the publisher's appendix. A byline appears in every issue.
- **CAMERA-READY-** Final artwork, including typesetting and graphics ready for reproduction in the final book production process.
- **CHAPBOOK-** This is a small book, usually of poems. A chapbook can be anywhere between 10 and 50 pages.

- **CHARACTER DEPTH-** This term means that characters have a three-dimensional quality. They aren't clichéd or stereotypical. They have vivid personalities, positive and negative behaviors, and issues to deal with. They aren't all "good" or all "bad."
- **CHARACTERS-** The people in your story.
- **CIP- Cataloging in Publication.** The bibliographic information supplied by the Library of Congress and printed on the copyright page
- **CLIMAX-** The largest action point in your work. This is usually a, "final battle," that prompts the main character into serious action.
- **CLIP ART-** Generic graphics that can be "clipped out" and used for illustrations. Available on the Internet and software programs for not charge.
- **CONCISE-** One of the most difficult tests for a writer's ability. This is where you give the maximum action with the fewest words. When your work is concise, it is understandable and immediate. In layman's terms, a concise work is, "to the point."
- **CONTENT EDIT-** An edit of a book that checks the flow of the text, its organization, continuity and content.
- **CONTRACT-** When your novel is accepted by a publisher, you must sign a contract. Normally, this contract simply gives permission to the publisher to edit, publish, and promote your work. There are several clauses and phrases which authors should be aware of, they will be explained within this book
- **COPY EDIT-** An edit that checks for grammar, spelling, punctuation and other "typos."
- **COPYRIGHT-** Legal protection given to intellectual rights such written and published works in a variety of forms such as books, audio and software.
- **COVER ART-** the design of the book jacket, Design- Artistic process placing images and/or words into camera-ready copy.
- **COVER LETTER-** (can be known as a "Query Letter") This is a one-page introduction. The first piece of paper the professional will read is your letter. Cover letters should never be longer than one page, and all information should be neatly formatted. Remember that your cover letter is not your synopsis, nor is it your biography. A delicate balance is needed to create an impressive cover letter.
- **CREDIT-** This is writer's "resume" entry. A credit lists who you worked with and what you did.
- **CRITIQUING-** This process normally revolves around unpublished work. This is when an author seeks the opinion or advice of peers. The constructive criticism is termed a, "critique."
- **DESKTOP PUBLISHING-** Book design, layout, and production completed on a personal computer by specific software.
- **DISTRIBUTION-** This is how a book gets to bookstores and other markets. Be sure your publisher has an acceptable distribution company if you want your book to reach the shelves. Many book distributors are very elite and do not work with anyone other than established book publishers. Companies which normally do not have distributor access: POD publishers, book printers, vanity/subsidy publishers, et.
- **DISTRIBUTOR-** A company that buys books from a publisher or other distributors and resells them to retail accounts.

- **DYNAMISM-** This is what every author needs in order to effectively promote their book. This is the same as zeal, pep, and vigor. If you have dynamism, your promotional work will go faster and be more enjoyable.
- **E-BOOK-** Electronic Book- A book published in electronic form that can be downloaded to computers or handheld devices.
- **EDITING-** Changing or correcting the contents of a book in order to improve the final results or to fit a format.
- **EDITING FEES-** This is normally prohibited unless you are seeking the services of a professional editor. Many scam "literary agencies" will charge writers this to, "bring their manuscript up to industry standards." Drop the agency immediately.
- **EDITING SERVICE-** Any company which offers services to edit your written work. While there are many dishonest companies in this field, there are legitimate needs and uses for editing. Be cautious when hiring an editor. Check all references and make sure their prices are reasonable. If you are considering these companies, use one which has a good history. While it may cost more to get a reputable editing service, the results will be noticed.
- **EDITOR-** The individual who is responsible for the quality of all printed materials at a publication or in a publishing house. Editors improve and polish submitted works.
- **EIN-** Employer Identification Number. Issued by the Federal Government to business for tax purposes. A Social Security Number may be used as an EIN in some businesses.
- **EPILOGUE-** Additional text at the end of the book, that provides readers with additional information on the subject.
- **FIRST DRAFT-** The first finished, pre-edited version of a novel. This is the "raw" book which hasn't been polished or trimmed. This is the start of many drafts when writing books
- **FLAMES/FLAMERS-** Internet lingo for people on message boards who only post to anger/intimidate/annoy others. A number of these can be found in many public writing communities.
- **FLASH FICTION-** An extremely brief fictional story. Usually found in publications such as magazines or newsletters. Flash fiction is shorter than a short story, it can be as small as a single page.
- **FLAT (1)-** A term used to describe any dull writing or qualities in writing. They are bland and forgettable.
- **FLAT (2) –** An unbound cover of your book, generally used for advertising purposes. Also called a "Cover Flat"
- **FOCUS GROUP-** A small cross section of people brought together to provide feedback on marketing ideas and products.
- **FONT-** The typeface you use when printing. Most commonly accepted are Times New Roman and Courier.
- **FOREIGN RIGHTS-** Rights granted or sold that allows books to be printed and sold in other countries.
- **FORM REJECTION LETTER-** This is the coldest and most impersonal rejection letter. They are auto-printed and your name is simply, "filled in the blank."

- **FOUR COLOR PROCESS-** Using the major colors magenta, cyan, yellow and black to produce pictures in a range of colors.
- **FREELANCE -** An independent contractor hired to work on a book, design or marketing plan.
- **FREELANCE WRITER-** A term used for a writer who works with many companies and publications. A freelance writer creates and perfects an article or short story, and submits it to a magazine or other publication. Freelance writers are paid per word unless contracted to a specific assignment with a flat salary.
- **FREEWITING-** When you sit down to write and, to help start your creativity, you write whatever comes to mind. It may or may not be related to the material you are working on.
- **FRONT MATTER-** The series of pages that appear before the body of text.
- **GALLEY PROOF/PLATES-** Publishers use these terms to describe the sample or template book sent to the author for approval. The author will examine the work for quality, accuracy, design/format, and editing. After the book has passed author approval, it will be manufactured.
- **GENRE-** A specific category of literature, marked by a distinctive style form or content.
- **GENRE FICTION-** This is the general term applied to all fiction which is categorized in any specific genre. Western, Science Fiction, Romance, Action, et.
- **GOTHIC NOVEL/STORY-** This means that there is a "Gothic" atmosphere in the book or work. It can be any genre from horror to romance. Gothic novels normally occur inside a castle or cathedral. Also, any home that is traditionally and architecturally Gothic. The mood of the work is dark and isolated. Classic examples of Gothic novels/stories are: Dracula, by Bram Stoker, Frankenstein, by Mary Shelley, "The Fall of The House of Usher," by Edgar Allan Poe, and The Haunting of Hill House- by Shirley Jackson
- **GRAPHICS-** The non-type parts of a book such as drawings, illustrations, photographs, charts, etc. that are used to enhance the content of a book.
- **GRATUITY-** The term for needless description and/or scenes in a written work. Gratuity falls within three categories, language, sex, and violence/gore. It is notorious for boring readers and used most often by new writers to attempt to, "shock." There is a section regarding gratuity in this site.
- **HACK-** A derogatory term for fiction writers. It implies your work is rubbish, and you produce material which is in poor taste/quality/interest and is of little importance.
- **HARD COPY-** The printed version of a story or novel.
- **HARDCOVER-** Literally, a book with a cardboard or thick, fibrous cover. They can be of any size and there is often a good profit outlook for authors who are published in hardcover. Also known as 'Hardback' or "Cloth"
- **IMPRINT-** Usually describes a branch company of a larger publishing corporation. Many times, a main publisher will have a specific company for separate genres. Pinnacle, Johns Hopkins, Safia and Citadel are imprints of Kensington Publishing.
- **INCONSISTENCY-** The flaw in a written work where the writer makes terrible errors in recollection. Common examples are: In one chapter, the hero will have

brown hair. Three chapters over, he's suddenly a blond; or the character has a six-shooter pistol that magically changes to a rifle or automatic.

- **INDEPENDENT PUBLISHER-** A smaller publisher who publishes independently. They are not controlled or maintained by any larger publisher. Independent publishers are solid companies within themselves.
- **INDUSTRY STANDARD-** A common term among many suspicious individuals in the written world. Note: There is no appropriate formula for the phrase, since it varies among both professionals and genres. The only "industry standard," writers should worry with is making sure their work is properly edited, free of misspellings and typos, and absent of inconsistency prior to submitting.
- **INITIAL QUERY-** This is the very first correspondence you send an agent/editor. This is the introductory letter that may or may not be accompanied by a synopsis and sample chapters. The details will vary by professional.
- **ISBN-** International Standard Book Number- An identification number code uniquely assigned to every book and obtained from the R. R. Bowker company. This appears on books, usually near the bar code. Its format is: 0-0000-0000-0.
- **JARGON-** This term for too much technical information in a fiction novel. When the plot and story is slowed due to the presence of procedural and/or professional terms the average reader will not know.
- **JOBBER-** A type of distributor who provides books to that works on a smaller scale than wholesalers and provides mass market titles to airports, grocery stores, drug stores, etc.
- **JOURNALIST-** A news writer who handles non-fiction for a particular media outlet. Newspapers normally have journalists with degrees on their staff. Journalism can also be found in magazines and newsletters.
- **LIBRARY OF CONGRESS-** The national library of the United States located in Washington D.C.
- **LIST PRICE-** The sales price printed on your book or the retail sales price.
- **LITERARY FICTION-** This is much like regular fiction only literary draws much more attention to the internal conflicts of the characters. This is also regarded as a more serious genre to write in. The attention is on what your characters are going through and how they overcome the issues through the course of the novel. There are Literary Drama, Literary Horror, Literary Mystery, et.
- **LITERARY SNOBBERY, IRE, OR DISRESPECT-** This is a term to describe the "attitude problem," many writers can face/have. One good example is when a non-fiction author looks down upon a fiction author or vice versa. Often, many fiction authors will have this towards other fiction authors whom they do not like.
- **LOGO-** Identification mark used by an individual, business or organization as a representation symbol.
- **LYRICIST-** A person who writes song lyrics.
- **MAIN CHARACTER-** The main person in your novel. The main character is the one a reader will follow from start to finish. Also known as the Protagonist
- **MANUSCRIPT REQUEST-** This is when a publisher/agent request your entire book or work. While not a promise of publication, it is a good sign.

- **MANUSCRIPT-** This is the piece you write. A manuscript can be fiction or non-fiction, book length or a simple article. Your manuscript will be what you are trying to "pitch," to the publisher or agent.
- **MARGINS-** This is a simple item which often confuses newer writers. A margin is simply the white space surrounding the words on a page. General margin requirements for writing are one inch around. Some agents or editors will have different numbers and those numbers should be respected when corresponding with them.
- **MARKETING PLAN-** A book selling plan that includes a budget, synopsis of book, target audience, distribution, promotion, timeline and how you will create demand.
- **MASS MARKET-** A small format paperback edition usually sold in airports, grocery stores and drug stores.
- **MASS MARKET PAPERBACK-** Smaller paperback books which are commonly carried at "market" places. Mass Market paperbacks are found at airports, grocery stores, department stores, and other such businesses.
- **MEDIA KIT-** See Press Kit.
- **MID-LIST-** a title or author that does not become a bestseller
- **MORAL FICTION-** A type of fiction meant to imply a moral message. Can be a novel or as simple as a fable or tale.
- **MULTI-GENRE ELEMENTS-** This is descriptive of a work which has two or more genre elements involved. These are sometimes shunned by mainstream publishers and more accepted among independent/smaller publishers. Some examples of these are: paranormal romance, suspenseful mystery, horror mystery, romantic action, romantic comedy, paranormal adventure, et.
- **MULTIPLE SUBMISSIONS/QUERIES-** This is when an author has several different projects and query the same publisher/agent for each one.
- **NETWORK/NETWORKING-** The simple act of making acquaintances. This is usually done through many areas, on-line or at seminars. When you network, you introduce yourself and your work to other writers.
- **NICHÉ PUBLISHER-** Smaller publishers who handle a specific genre or type of book. They are normally very selective and only handle what they say.
- **NOVELIST-** A writer who makes a career from novels.
- **NOVELLA/NOVELETTE-** A semi-novel of around 20,000 to 50,000 words in length.
- **ONE-NIGHT-STAND AUTHORS-** Another term for a single-book author. This is the individual who simply wants to write, "The Great American Novel," and never write again. Note: This may be seen as a waste of time for professionals. Agents sometimes frown upon a single-book author. They want authors who will write for years and produce multiple works. They want clients they can form professional, and lucrative, relationships with.
- **ON-LINE PRESENCE-** This is promoting yourself or your work on-line.
- **OUT OF PRINT-** a title no longer maintained in the publisher's catalogue or inventory
- **OUT-OF-PRINT-** This is the term used by publishers. Normally larger publishers will give an author a certain amount of time to make impressive sales. If these sales

aren't achieved, they will stop manufacturing the book. It will become, "out-of-print."

- **PAPERBACK ORIGINAL** –Any novel published first in paperback form (as opposed to paperback reprints of hardbacks)
- **PAPERBACK**- These can be divided into numerous categories. Mainly: Trade, Commercial, and Mass Market. For all simple purposes, a paperback is a novel with a paper cover.
- **PAYS WITH COPIES**- This notes that a company does not pay with cash. They give their writers the credit plus a certain number of free copies.
- **PITCH LETTER**- Nickname for query letter, generally used in the book, film or TV world.
- **PITCH**- The process of "giving," the details of a work. When you query an agent, you "pitch" your novel. When your agent contacts an editor at a publishing house, they are, "pitching" your work to them.
- **PLAGIARISM**- The illegal behavior of copying someone's work in order to pass it off as your own. This is a Federal offense.
- **PLAYWRIGHT**- One who writes plays.
- **PLOT**- A plot is the main story of your novel. The smaller conflicts and struggles are called, "sub-plots."
- **POD**- Publish On Demand- This can be a very troublesome publishing industry for writers. A book is stored on computer file, and when an order comes in, the book is printed and packaged. This method of publication is covered in this book. Thanks to technology, the instances of this problem are diminishing. Note: If you locate a POD publisher you are interested in, check with the BBB and throughout the internet for complaints or information. Also, visit book stores online to see what general prices their books sell for.
- **POET**- A person who writes poetry.
- **POV**- Point-of-view. It is imperative that you maintain a consistent point-of-view in your work. This includes the perspective and remaining with the chapter's main character.
- **PR**- Public Relations- This is the general term for promoting a book and/or author. PR companies handle all promotion needed to advertise. Many authors dabble in this field to promote their own work.
- **PREFACE**- The introductory portion of the book that usually explains why the book was written, what it is about or how to use it.
- **PRESS KIT**- Provides reporters, reviewers, bookstore managers and others information on the book. It includes a press release, author biography, book cover, testimonials, etc.
- **PRESS RELEASE**- Formal letters to media outlets for major announcements.
- **PROFILING**- Character/Personality- Profiling is creating an entire background for your characters. It is often encouraged, however shouldn't be totally depended upon. Many writers simply need to keep a notebook for notes on their characters. This can be helpful, or harmful depending on your style.
- **PROMOTION**- Advertising. See, "PR." This is the term used to describe the advertisement of a written work.

- **PROOFREADER-** Checks the manuscript to make certain that the copy is correct and verified before final printing.
- **PUBLICATION Date-** The date set, usually after actual printing of the book, that is announced to let the target audience know when the book will be available.
- **PUBLICITY-** A marketing technique using free advertising outlets such as press releases.
- **PUBLISHER-** The person or company responsible for the entire process of producing books. This includes overseeing the writing, editing, design, production, printing and marketing of the book.
- **PUBLISHING HOUSE-** Major publishers of New York and California. Publishing houses are the purveyors of such authors as Stephen King, Dean Koontz, Judith Krantz, and Mary Higgins Clark among all the mega-authors.
- **QUERY-** A formal inquiry to agents and/or publishers. Queries are your introduction and should be formatted concisely and efficiently. When you correspond with a professional, and ask them to represent/publish your work, it is called a "query." If there are any regulations or rules., follow them. A query should always be a single page in length and extremely concise.
- **READING FEES-** An unethical practice used by many dubious individuals in the publishing industry. This is the charge to "read" or "evaluate" your book.
- **REJECTION-** The technical term for when your material is turned down. You are rejected. Note: It should also be stated that all rejections are not negative. Many agents and editors, when crossed with a manuscript they feel has potential, will offer assistance and instruction. At no time should you scoff when a professional offers constructive advice for free. It is an honor because your work had to make an excellent impression for them to give their time.
- **RELEASE DATE-** When your book is scheduled to be in bookstores and/or ready for sale.
- **RESPONSE TIME-** How long it will take for you to hear a response from the agent/editor you are writing. These times vary and should be respected.
- **REVIEW-** A critical evaluation of a book.
- **REVIEW COPY-** A free copy given away to be reviewed.
- **REVIEWING-** The process of reading a book and composing an essay-like piece on your opinion. Book reviewers are often sent free books.
- **RE-WRITE-** This is simply re-writing. When you do a re-write on a written piece, you are literally re-constructing and improving. Many major authors do 20+ rewrites of the same book to get it perfect. This can be your own undertaking, or it can be prompted by an agent or editor. Note: Any major re-writing should be done on your own part. If an agent/editor tries to charge you for re-writing to, "bring it to industry standards/quality/etc." Drop them. If they want a major re-working of your material, volunteer to do it yourself with their suggestions.
- **ROYALTIES-** This is how an author receives payment. With smaller publishers, royalty payments will begin early because there is no advance given to them. With large publishing houses, royalty payments don't begin until the company receives the advance back from book sales. Royalties differ with publishers and can be as little as seventy-five cents per book to one dollar a fifty cents per book. Payment

occurs differently with each publisher. Some pay their authors once a month while the majority pays twice a year.

- **SAMPLE CHAPTERS-** This is the term normally used for the first three, consecutive chapters of your work. An agent or publisher will initially request these to gain a knowledge of your ability. Often, they ask for sample chapters with your query.
- **SASE-** General publishing for a self-addressed, stamped envelope. This must be included with correspondence to literary professionals. This is a mandatory item for any query package.
- **SCHOLARLY TEXT-** Fiction or non-fiction directed at individuals of college level reading. This is most often found in text books, manuals, and reference information for course- related materials.
- **SCREENING EDITOR-** The editor that all queries and manuscripts go through at a publisher. Normally, their identity is not public and they evaluate all material before it reaches the main editorial staff.
- **SCREENWRITER-** A person who authors television productions. Shows, commercials, or movies are all considered "Screen" projects.
- **SELF-PUBLISHING-** The practice of publishing your own material, yourself. Self-publishing has made many authors very contented with their writing. It should be noted that promotion for a self-published book is dependent upon an author's ability to promote. Bookstores do not carry self-published books, the best bet a self-published author has is a large home office and money to invest in promotional materials.
- **SETTING-** The area or location of your story. Where you book takes place.
- **SNAIL MAIL-** This is a term used in all industries to describe postal mail.
- **SONGWRITER-** A person who can write both music and lyrics to accompany one
- **SPINE-** The binding on the side of a book.
- **STAFF WRITER-** This write appears regularly with a publication. This position guarantees that you will have at least one article with every issue. Your name will be in the section with editors, designers, and publisher. It is a lasting credit that stands as long as you are with the company. Staff Writers are commonly paid either by the word or on a salary.
- **SUBMISSION GUIDELINES-** The set rules and regulations an agent or publisher publicly posts for potential writers. Respect these when contacting.
- **SUBMITTING-** The process of sending queries to editors and agents.
- **SUBSIDIARY RIGHTS-** Additional rights, such as foreign, audio, serial to publish a book in a different form. The American Library Association provides leadership for the development, promotion, and improvement of library and information services and the profession of librarians.
- **SUBSIDY PUBLISHER-** See Vanity Publisher.
- **TITLE-** Name of a book.
- **TRADE PAPERBACK-** This is the proper term for a fiction paperback from a publishing house. Also called, "commercial fiction."
- **TRIM-** The final dimension of a book after the printer or bindery has cut it to size.

- **TRIMMING/POLISHING/EDITING-** These terms are used for correcting and improving a written work. You trim excessive words, improve action, and give the book or work, "life."
- **TYPESETTING-** A term that originally referred to the setting of lead type for printing presses or phototypesetting. With advancing technology nearly all "typesetting" is now done on the computer.
- **UNSOLICITED MANUSCRIPTS-** Another subject which this book covers. When you send an unsolicited manuscript, you send your entire book without prior permission or request. This is an extreme action which is frowned upon by most in the professional writing world.
- **UP-FRONT FEES-** These are fees and charges set up by scam artists in the industry. This is any charge to you before the sale of your work. If you pay them, why should they work for you?
- **VANITY PRESS-** A waning term as the name implies a "Vanity Press" is a publisher that produces books with the author paying all costs and maintaining all ownership. Vanity Presses most commonly do not allow author input other than paper color and binding style.
- **VANITY/SUBSIDY PUBLISHER-** A publisher which normally makes extreme and outlandish promises to authors. These companies are generally bad news to writers and should be avoided. Their prices are outrageous and your book will not find it's way to a bookstore through them. More detailed information is available later on in the book.
- **WEBSITE -** A location on the Internet accessible by inputting a unique address that provides information on a subject, person or organization..
- **WHOLESALE-** A central order location that allows bookstores and libraries to order multiple titles from multiple publishers.
- **WORD COUNT-** How many words are in a novel or other written work.
- **WORD OF MOUTH-** Advertising generated by satisfied or interested readers who tell others about the book
- **WRITER-** Can be used for both authors and freelance/staff writers.