



EDITORIAL  
FREELANCERS  
ASSOCIATION

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EFA Publications  
Committee

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# Booklets Campaign

## Frequently Asked Questions

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### *What are EFA Booklets?*

EFA (Editorial Freelancers Association) Booklets are ePub and/or print books of approximately 5,000 - 7,500 words that are written by authors who are members of the EFA and desire to publish works with topics that are helpful and valuable to other EFA members. All booklets will have identical covers, with the title of the booklet and the author listed. The booklets are supposed to be brief and to the point.

For the 2018 Campaign, title submissions will be received between April 25 and May 23, 2018, and a total of five titles per campaign will be approved to be published. Notifications of acceptance will be sent out on June 6, 2018. Once approved, authors will have until August 1, 2018, to submit their completed and fully edited manuscripts and all associated paperwork. All approved submissions are scheduled to be formatted and published by October 3, 2018. Editing the manuscript is responsibility of the author, and we cannot guarantee that changes can be applied once the formatting stage starts.

All authors will also be required to submit a “bio” for the interior of the book, and a summary of their publication that will be used for the project on Lulu.

### *What is the EFA Booklets Campaign?*

The EFA Publications Committee runs an EFA Booklets Campaign once or twice a year, in the spring or fall. Potential EFA Authors can submit their titles to the committee, and upon approval, authors will have to submit their manuscript by the designated date.

### ***How can I track the progress of my submitted title and manuscript?***

At every stage of the submission and publication progress, all EFA authors will receive documents to sign (developed and approved by the EFA attorneys) and regular email updates. Authors whose titles have been accepted for a campaign will receive an email notification asking them to complete the paperwork required to publish their titles and get paid. These documents will be valid only if they meet the dates and everything is submitted on time. After the paperwork and manuscript are submitted, they will receive another email with access to draft files to address only formatting issues. It will be important for the authors to know that since their titles will be part of a collection, all the titles will have a standardized format and some of the requirements of an author may not be applied to their titles. The last email will be sent once the titles are published with a link to the online store.

### ***Do EFA Authors receive payments for the sales of their booklets?***

Authors are paid a flat fee of \$500.00 per title by check from the EFA office in New York City, payable only if they submit the paperwork and manuscript on time.

### ***Who holds the copyright for my EFA booklet?***

Each EFA booklet is assigned a co-copyright for the author and for the EFA.

### ***Can I sell my EFA booklet elsewhere?***

Because the EFA holds a co-copyright for your booklet, you cannot sell it anywhere else in the exact form it is copyrighted. However, you *can* change the booklet (including the title and parts of the interior), copyright it separately under just your name, add a new cover, and sell it in ebook and/or print edition elsewhere. Although you can link to any and all publications written by you in the EFA/Lulu.com store and elsewhere, it is imperative that separate book(s) cannot be confused with any other publication.

### ***Does the EFA Publications Committee provide editing services for my booklet?***

In a word, NO. You are expected to submit your manuscript completely edited by you or another person. The EFA Publications Committee will format your manuscript to fit the dimensions and requirements of Lulu.com where the EFA web store is housed. What you submit as your manuscript will be what is published.

Authors should use the *Chicago Manual of Style* citation format when appropriate for consistency [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

### ***Can I submit my EFA booklet in other languages besides English?***

Your EFA booklet manuscript can be submitted in either English or Spanish, as the team member responsible for formatting is fully bilingual. We cannot support any other languages.

### ***How many titles can I submit per EFA Booklets Campaign?***

Each author can submit up to two titles for approval per campaign. Approval of any or all submitted titles is not guaranteed.

### ***How can I be sure that my title is different from previous EFA booklets?***

It will be helpful to you to peruse previous EFA booklets that are listed on the EFA website page dedicated to booklets: <https://www.the-efa.org/booklets/>. It is permissible for you to submit titles and/or topics *similar* to other EFA booklets, because you will of course have your own “spin” on the topic. If your proposed title is *too similar* to previous booklets, you will be asked to revise your idea.