

### **Submitting material to AYM Publications Committee**

It would be helpful if Friends who wish to submit material to the AYM Publications Committee for comments or advice could provide the following information:

1. Could you explain the history of this proposed publication –how did the idea for this publication arise?
2. Has the proposed publication been taken to a Meeting for discernment, taking into account your vision for its future distribution?
3. What is your intended audience for this material – (i.e. Who do you envisage reading your material – only Australian Quakers, Quakers worldwide, Quakers and others?)
4. Do you see this as a print publication, an electronic publication or how would you see this being accessed by viewers or readers?
5. Is this your personal work?
6. If this is a collection of other peoples' work, do you have their permission to publish this in the form(s) that you envisage?
7. Has this work been proofread and edited?
8. Do you have a vision as to how this work would look when it is completed?
9. Are there more elements for the publication that yet need to be completed, e.g. photography or drawings for a cover or webpage?
10. What timeframe do you have in mind for this work – i.e. do you wish to launch it at a particular time – for example, some Friends or Friends' groups have in mind a launch at the next Yearly Meeting, and this means counting back to ensure there is time for the editing, layout and printing process?
11. Are you aware of Australia Yearly Meeting's arrangements with Interactive Publications to promote and sell AYM publications?
12. Do you have the skills or resources to prepare your publication in a final format required by printers or webmasters?
13. What budget do you envisage might be needed to publish your material? Do you have sources of funding? Might some of the cost be recovered through sales of your publication? Who would manage sales or distribution?
14. What assistance are you needing/expecting from the Publications Committee?
15. Do you see your work as becoming an official AYM publication?

Not all the above points will be applicable to a particular request, but it will be useful to consider the ones which do apply.