

**AGREEMENT TO BE SIGNED BY ALL AUTHORS**

The President’s Fund for Creative Writing (PFCW) acknowledges receipt of your application and we thank you for the interest shown in our services.

However, before proceeding any further, we kindly request you to go through this document whereby you will be apprised of all rules and responsibilities, pertaining to all the processes, from the day you apply till the book is published.

**RULES AND RESPONSIBILITIES**

1. It is imperative for any author who desires
	1. to opt for publication by the PFCW; **OR**
	2. to benefit from a Financial grant of Rs 30,000, to send **a SYNOPSIS of the work, no longer than one pag**e, addressed to:

***The Secretary***

***President’s Fund for Creative Writing (PFCW)***

***Ministry of Arts and Cultural Heritage***

***7th Floor, Renganaden Seeneevassen Building, Cnr Pope Hennessy and Maillard Streets, Port Louis.***

1. When the synopsis is approved according to the criteria of the PFCW, which states that the work should be creative writing, that is, in the form of short stories, novels, or poetry, the Secretary of the Fund will contact the author to have the manuscripts required in hard and soft copies.

1. The manuscript is then sent to Reader/ Readers, who proofread the manuscript, assess the style, language and quality, so as to finally approve or not approve same. The Reader/Readers submit a report to justify approval or rejection of the manuscript studied and hand over the manuscript to the Secretary. The Reader has no contact with the authors in connection with the manuscript. One or more Readers may be enlisted by the PFCW for the reading exercise.

# For authors who opt for financial grant

4.For those authors who opt for financial grant, once the manuscript is approved by the Reader, the work of the PFCW stops here. As soon as the manuscript is approved, the logo of the Fund is given to the author. **It is the full responsibility of the author to see that his work is proof-read, corrected and made fool proof before it is printed at his/her own cost. The author then has to hand over 8 copies of his printed book to the PFCW, with the logo of the PFCW, the name of the printer and the International Standard Book Number (ISBN) appropriately inserted. The book is approved at the next board meeting and the cheque for financial grant is then duly disbursed.**

# For authors who opt for publication

1. The approved work of authors who opt for publication by the Fund is then sent to an Editor who proof-reads, assesses the work and liaises with the author in view of all corrections and amendments required. **The authors are fully responsible to correct the soft as well as the hard copies**. The Editor drafts a report in connection with the work edited and hands back the book to the Secretary of the Fund.

1. The soft and hard copies are then sent to the Quality Control Unit (QCU). The members of this very important unit read, proof-read, assess and meet the authors, liaise by mail or phone and finalise the work, making it fool proof and ready to be sent to the press for printing. **The authors are then fully responsible to meet the members of the Quality Control Unit, as and when required** so as **to ensure that necessary amendments, if required, are made to the book.** The members of the QCU draft a final report and hand back the copies of the book to the Secretary.

1. Tender procedures are then launched by the Ministry of Arts and Cultural Heritage, where the best bid for printing purposes is selected. **The PFCW has absolutely no say in this selection process.**

1. Once a printer has been selected, the soft copies are handed to the authorities concerned, who will be in permanent contact with the authors. **The authors are responsible to fully collaborate with the printer so as to ensure that all specific items like photos, illustrations, front and back cover pages and any other specificity concerning their books are dealt with a great sense of professionalism, so as avoid any dissatisfaction once the book is printed.**

1. **The authors will also be responsible to get the International Standard Book Number (ISBN) number for their books from *Edition de l’Ocean Indien* (EOI), against payment at their cost**. The PFCW does not cover the cost related to ISBN.

1. Authors **MUST** ensure that the printer’s name and the **LOGO of the PFCW** is visibly inserted in the printed books.

1. The PFCW publishes **500 copies** of each book. **450 copies are handed over to the author** and the **remaining 50 copies is kept at the level of the Ministry of Arts and Cultural Heritage**, to be distributed to schools and other institutions, as and when required.

1. An official launch of books is organised by the PFCW.

1. The PFCW shall in no way be held responsible for any discrepancy or any breach of responsibility on behalf of authors concerned.

1. Once a manuscript is going through the different processes like Reading and Editing, **an author should not back out from the project, for no reason whatsoever.**

1. Authors should never mention names of Readers/Editors in their acknowledgement.

1. **The PFCW has a pool of dedicated professionals working for the advancement of Mauritian Literature, hence, authors are kindly requested not to question the responsibility, qualifications, capacity or status of Readers, Editors and Quality Control unit members.**

***Read, understood, approved and signed by:***

***Author’s details and signature………………………………………………………..***

***Date………/…………/………….***

***Witness to the signature:***

***Secretary of the President’s Fund for Creative Writing***

***………………………………………….***

***Date………/…………/………..***