QueeRomance Ink Author Instructions

Thanks for deciding to join QueeRomance Ink. We've compiled a comprehensive guide to signing up and then adding your Author Profile page and books.

The site runs on Wordpress, so if you have used this platform before, it should be familiar. If not, it's easy to use.

It's a three step process:

- Join the site and create your user profile (login)
- Go to Authors > Add New and add your author profile and publish it
- Go to Books > Add New and start adding and publishing books

If you have already gotten through the sign-up process, skip down to "Adding Your Author Profile".

If you have any questions, please contact us at scott@queeromanceink.com
Or contact Scott on Facebook Messenger.

—Scott & Mark
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How to Sign Up

Create Account:

Go to Queeromanceink.com

- Under "for authors" on the menu, click on "author sign-up".
- Click on "Click Here to Join"
- Select a membership level
- Fill out the requested information to create your QueeRomance Ink account and hit the Paypal checkout now - you can pay via paypal or credit card.

Payment

On the next screen, login to your PayPal account to pay that way, or choose Pay with Debit or Credit Card

If paying by PayPal:

- Login to your paypal account
- Click the Pay Now button
- Once you have paid, click on View Your Membership Account

If Paying by Credit Card:

- Fill out your information and click the Pay Now button
- On the next page, hit Complete Payment
- Once you have paid, click on View Your Membership Account

You should be logged in. If not (ie: if your name doesn't show up as a link on the top right corner of the website), do this step. Otherwise, skip to Options.

In the site menu, go to "for authors" and choose the author login link, or go to http://www.queeromanceink.com/wp-login.php and login with the user account info you created above.

Options

You'll now be on the Dashboard screen. You should see your available options, including **Media** (all images), **Books** (where you add/edit books), **Authors** (where you can add your author profile) and **Profile** (your user account for the site). If not, contact us – we may need to change your Wordpress user level.

Click on Profile, enter your First and Last name, and the Update User at the bottom of the screen.

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Adding Your Author Profile

Here are the detailed instructions for adding your author profile and your books.

Login to Your QR User Account

If you aren't already logged in (ie: your name doesn't show up as a link on the top right corner of the site), do this step. Otherwise, skip to author profile.

—Use the author login link (right column, top) or go to https://www.queeromanceink.com/wp-login.ph and login

Create Author Profile:

—On the Dashboard screen, click on "Authors"
—Click on Add New

- Enter Title Here: Enter your author name like this: John Smith - no subtitle or other information
- Author Photo: Upload your author photo or representational image. If you don't have one right now, search the media file for "Coming Soon" – we have a QRI graphic for that. It's at the very end of the list.

Author Info:

- Sort By: Ignore the "sort by" field
- Email Address: Enter your email address - this will appear on your profile without protection. If you prefer to keep it private, leave this field blank
- Short Bio: Enter a 2-3 paragraph standard author bio

- Social Media Links: Enter your social media links and website - select the name of the site or "Website" for your own, and then enter the link. These will appear in the order you enter them. To add another, cluck Add Social Media Link and repeat the process.
- Book Grid: Book grids are the background things that let us put groupings of books on a page. For instance, the pairing and genre pages are made of book grids filtering for those two things. For authors, the book grid displays your own books in the order you choose. You can either choose a grouping (by series, for instance) or an order (oldest to newest or vice versa). You can change these any time you want.
- Publish: Hit the Publish button.

If you need to edit your Author profile later, click on Authors (right-hand side) and All Authors. Scroll down the list, or use the search box near the top right, type the author name, and enter. Hover over the title and an edit link will appear, or just click the title.

Note: Once you publish your author profile, you will show up under both the "by author" page and the authors section of the Add New Book entry form.

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Adding a Book:

—Click on Books in the left-hand menu
—Click on Add New (hovering over books should also pull up the options)
—Then start entering the first book via the form.

Note - only these fields are currently searchable: title, subtitle, excerpt, blurb (summary), additional info, author and author bio.

- Enter Title Here*: Enter your book's title only like this: My Book Title - no subtitle or other information
- Anthology: If this book is a multi-author anthology, check the box in this section. Then finish the book entry. Once the admin approves it, each author in the anthology can enter their individual story here: https://www.queeromanceink.com/wp-admin/edit.php?post_type=mbdb_anthology_story. – click Add New, and then enter the story title, choose the anthology it goes with, and select the author and enter the story summary. Multi-author anthologies do NOT count against your book totals.
- Cover: Upload your cover - 300 or 375 high ideally, but if it's bigger, that's ok. The system will tell you if it's too big. Leave the caption empty. For Title and Alt-Text, please enter as "Title – Author Name – Series (if applicable)". If it doesn't let you add these, that's ok – we standardize these on the back end too, just in case. Then click the blue "Use this File" button on the bottom right.
- Summary*: Enter your book's blurb. Be sure the tab at the upper right is set to Visual if you want formatting (italics, etc) to copy over. You may choose to write in the word count at the end of your blurb, eg: "*14,200 words*" until we set up a separate field for that information. You can also choose a tag for length under "tags" (Short Story/Novella/Novel/Long Novel). We do not police content, but if your story includes sensitive topics or other controversial content, feel free to note that in the book description.

Book Details:

- Subtitle*: Use this field for your Series name and volume: My Sci Fi Series V1, V2 etc. You can also use it for a subtitle, if you have one. This field is optional.
- Author: Choose yourself from the list or add yourself if it's the first time. If you do not see your author name listed, finish the book and save or publish it, and then go to Authors (tab on the left of the dashboard) and make sure a) you entered your author profile there, b) that you published it, and c) that the Author Info > Sort By drop down is selected for Lastname, Firstname. Publish or update the Author profile, and then go back to Books > All Books, and click on your book title to edit it and add your author name.
- Release Date: click in the field and a calendar will come up to choose your date.
- Publisher: Choose from the pull-down menu. If your publisher is not listed, **send your request to scott@queerscifi.com**, or contact J. Scott Coatsworth via messenger. For self publishers, you can choose either Independently Published, or if you have a "publisher" website and name, send it to me to add. The "Independently Published" option does not include a link to a website. If you do not hear back from Scott right away, go ahead and publish the book listing. Once the publisher has been added, you can edit the book and add it to the listing.
  Note: if you have books that you want to list (or edit) that are not currently available for whatever reason – contract lapse, publisher closure, etc – there's a "publisher" option for that: "Not Currently Published". See also the "retailer links" section below. Alternately, you can move a current book to draft status if it's no longer available and you do not want it to show up.
- Goodreads Link: Self explanatory
- Series Order: This field is only for sorting, and does not appear on your book listing, so if you have stories that appear between novels, you can number them with decimals - ie: 1.5 for a short story that comes between books one and two. For a multi volume omnibus, you can use .5 to put it at the start, or a high number like 99 to put it at the end.

- Formats & Editions: Enter your various formats and editions. For eBooks you can enter just the formats you have available. If desired, you may list the price; for paper you may choose to add page numbers, and other details, such as dimensions. All details beyond naming the formats are optional. After you enter up your first format, click the Add New Edition to add your next one. In this plugin/app, edition = format.

- Series: If the book is part of a series, click "Add New Series" and enter series name here
- Genres: Choose any genres that apply from the rest of the list. Include both the generic genre (ie: Fantasy) and specific genre (ie: Fantasy: Urban) if there is one. If you would like a genre added, send your request to scott@queerscifi.com, or contact J. Scott Coatsworth via messenger.

- Tags: This is the keywords field - you can choose from the existing list (which is quite long) or type in or paste in your own. Tags have recently been re-organized in these broad categories:

  - Format: All things about the book itself
  - Holiday: From Valentine's to Xmas
  - Identity: Orientations and genders
  - Sex: All the flavors
  - What: A grab bag of stuff your book might be about that doesn't rise to the level of trope (there's a separate field for that)
  - When: Historical and generic time frames for the story
  - Where: Actual and generic place locations for the story
  - Who: Basically anything that breathes, from humans and humanlike creatures to dragons, wolf shifters, and rabbits

  Note: there are also separate tags for taboo and possible trigger content (potential). We will be doing more organization of these soon.

  We've decided to make this field admin-only in order to keep it organized. That doesn't mean you can't get a new tag added - send your request to scott@queerscifi.com, or contact J. Scott Coatsworth via messenger..

- Cover Artist: select or enter your cover artist name (optional)
- Illustrator: select or enter your illustrator name, if appropriate (ie: for illustrations inside the book) (optional)
- Editors: If your work is an anthology and has a named editor, select or enter the name here. You can also include your novel/novella etc editor, if you'd like (optional)
- Excerpt*: Enter an excerpt (optional). You can also use your Amazon book code to add a Kindle live preview, if your book is on Amazon.
- Reviews: Enter a review (optional)

Additional Information Section:

These are the custom fields we added that are mostly applicable to romance in particular. They are mostly self-explanatory, but we'll run through each one here:

- Pairings: These are the genders of the main protagonists. Most are fairly well known; NB indicates that one or more protagonists are non binary (ie: don't identify as male or female).
- Heat Level: How much sex is in the story, and how intense is it?
- Romantic Content: How close does the story hew to traditional romance?
- Ending: What kind of ending does the story have? In some cases it may be a combination. This field content is hidden unless a visitor chooses to view it.
- Character Identities: You can use these fields to indicate the orientations and gender identities of your protagonists.
- Protagonist Ages: This section gives readers an idea of the age range of your characters. We have provided fields for up to three protagonists.
- Tropes: We have selected some of the most common tropes in queer romance. Selecting these helps readers who look for those tropes find your book.
- Word Count: Please enter this as a whole number, no abbreviations, decimals or commas.
- Setting: This indicates where the story takes place primarily. It's especially useful for stories that take place on Earth, although you can also list your planet etc for sci fi.
- Languages Available: If we are missing a language, let us know. We tried to choose the more commonly used ones.
- Series Type: This field helps readers distinguish between series like trilogies that are dependent upon one another, and series that are more loosely connected.
- On Sale?: The next three fields are used for temporary sales, and should NOT be used for price drops.
- Sale Ends On: The date the sale ends: YYYY-MM-DD
- Sale Details: The basics – where is it on sale, what is the sale price, is there a coupon code? Keep it short and sweet.
- Additional Information*: Enter any additional info - can be a post about why you wrote the book, warnings, etc (optional)

- Retailer Links: Add each retailer your book is listed with - use the pull-down to choose the retailer, and the link field to add the link. These will appear in the order you enter them. If one of your retailers is not listed, **send your request to scott@queerscifi.com**, or contact J. Scott Coatsworth via messenger. Note: On Amazon links, it's a good idea to delete everything in the link from ref= onward. We have an Amazon affiliate account, and without a clean link, this can cause the link to be broken.
  Note: if you have books that you want to list (or edit) that are not currently available for whatever reason – contract lapse, publisher closure, etc – there's also a "retailer link" option for that: "Not Currently Published". Just put a link to a page or post on your own website explaining why the title is not currently for sale. Alternately, you can move a current book to draft status if it's no longer available and you do not want it to show up.
- Download Links: If your book is available for free somewhere as a download, you can add that link/those links here

When done, hit the blue "Publish" button on the bottom right. If you are not ready to publish the listing yet, hit "Save Draft" (bottom left). You can always edit the book by choosing Books--All Books later.

If you need to edit a book, click on Books (right-hand side) and All Books. Scroll down the list, or use the search box near the top right, type the book name, and enter. Hover over the title and an edit link will appear, or just click the title.

Deactivating A Book:

To deactivate a book so it doesn't "count" against your total, or to hide it if it is not currently available, click on the title of the book in All Books to edit it. At the bottom of the screen, click on the "Edit" link next to Status: Published, and choose "Draft". Hit OK, then click the blue "Update" button at the bottom right. Once this is done, the book will still show on your list, but with a "draft" note under the title.

To add the book back to the site, just hit the Publish button again.

Note: You can also "trash" a book by hovering over the title and clicking the "trash" link that appears. Doing so will move it out of your list, but it will be in your trash can, accessible for a period of time by clicking the "trash" link near the top. We may periodically clear out the trash on the site to keep the database running cleanly.

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Any Questions?

If you have any questions, send me an email at scott@queerscifi.com, or contact J. Scott Coatsworth via Facebook messenger.