

Terms and Conditions

These Terms and Conditions govern all book publishing projects undertaken by Rocima Publishing. By submitting a manuscript, making payment, or entering into an agreement with Rocima Publishing, you agree to the following terms:

Definitions

- **Author** refers to the individual or entity submitting a manuscript and engaging Rocima Publishing for publishing services.
 - **Manuscript** refers to the original written work submitted by the Author for the purpose of publishing.
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1. Manuscript Submissions

- 1.1 Manuscripts must be submitted in Microsoft Word or PDF format.
 - 1.2 Rocima Publishing reserves the right to accept or reject any manuscript at its sole discretion.
 - 1.3 The Author affirms that the manuscript is original, free from plagiarism, and that any third-party content has been used with appropriate permissions and acknowledgments.
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2. Services

- 2.1 Rocima Publishing will provide publishing services as outlined in the Author's invoice, based on an evaluation of the manuscript and the Author's specific requests.
 - 2.2 Authors are involved throughout the process and will be given opportunities to review and approve all materials before finalization.
 - 2.3 Rocima Publishing aims to complete all projects within 60 days of receiving full payment and all required materials. Delays caused by the Author (e.g., slow approvals, additional revisions) may extend this timeline.
 - 2.4 Any services not listed in the original invoice will incur additional costs.
 - 2.5 Major revisions or the submission of new content after work has begun may also result in additional charges. These will be quoted and approved before proceeding.
 - 2.6 The Author is responsible for reviewing and approving final files before printing or uploading. Rocima Publishing is not liable for any errors found after final approval.
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3. Payment Terms

- 3.1 A 50% deposit is required to begin the publishing process. Work will commence upon receipt of this deposit and the manuscript.
 - 3.2 The remaining balance is due before final files are delivered or books are printed.
 - 3.3 All payments are non-refundable once work has commenced.
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4. Royalties and Sales

- 4.1 Rocima Publishing does not take royalties or commission from book sales. All revenue from sales goes directly to the Author.
 - 4.2 Amazon KDP accounts will be created in the Author's name, providing them with full access to pricing, reporting, and royalty payments.
 - 4.3 The Author sets the final pricing for printed and digital versions of their book.
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5. Termination

- 5.1 This agreement may be terminated by either party in writing.
 - 5.2 Rocima Publishing may terminate the agreement if the Author breaches copyright laws or violates any applicable regulations.
 - 5.3 Once the final files have been delivered to the Author, the agreement is considered fulfilled.
 - 5.4 This agreement is non-exclusive. The Author retains full rights and may enter into additional publishing agreements.
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6. Rights and Licensing

- 6.1 The Author retains full copyright and ownership of the manuscript and all formats of the published book.
 - 6.2 ISBNs will be registered under Rocima Publishing as the publisher, and the Author will be listed as the content owner.
 - 6.3 Rocima Publishing reserves the right to include its logo and publishing information in the book.
 - 6.4 The Author grants Rocima Publishing permission to promote the book in print and digital marketing materials.
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7. Confidentiality

All manuscripts and materials submitted to Rocima Publishing are treated as confidential and used solely for the purpose of evaluating or completing the publishing project. No materials will be shared with third parties without the Author's consent.

8. Author Responsibility for Content

Rocima Publishing does not verify or endorse the content of submitted manuscripts. The Author is solely responsible for the accuracy, legality, and originality of their content and assumes full legal responsibility for any claims resulting from its publication.

9. Printing Policy

Rocima Publishing offers printing services only for books we have edited, formatted, or designed. We do not accept external files for printing to ensure quality and compatibility.

10. Revisions Policy

10.1 We offer a maximum of 3 rounds of revisions for interior layout, cover design, and illustrations. Additional changes will be charged separately.

10.2 Cover designs are developed based on the Author's ideas and input. A request for a new or significantly different concept will incur an additional charge.

10.3 Editing includes one review cycle with minor corrections based on the Author's feedback. Major rewrites, new sections, or restructuring requests must be quoted as a new service.

11. Editing Disclaimer

Every effort will be made to ensure your manuscript is free from errors in spelling, grammar, and punctuation. However, due to the nature of human editing, we do not guarantee 100% error-free content.

Our standard editing services aim for a high level of accuracy and clarity (typically 95–99%). If any issues remain, we're happy to make minor corrections during your revision cycle.

12. Final Agreement

By making payment or proceeding with the publishing process, the Author confirms that they have read, understood, and agreed to these Terms and Conditions.