JBC Network
Author Guidelines
2027–2028

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The authors and books included in the JBC Network program have been submitted to the program by the author or publisher based on eligibility, which includes publication date and the author or book being of Jewish interest. This does not imply endorsement by Jewish Book Council.

JBC Network—Author Guidelines 2027–2028
Summary of the JBC Network Program

The JBC Network program offers authors a unique marketing/PR platform to promote their books to a targeted Jewish audience. JBC participating authors are listed on our website and are spotlighted in one of our weekly email newsletters of over 30K opt-in subscribers. The program connects authors to JBC Network member organizations around North America that create Jewish literary programs in their communities. Through this exposure, authors may attract invitations to visit the JBC Network member cities—physically or virtually. JBC Network member sites cover travel and lodging expenses and host a sale of the author's book at the event in their community, but the author receives no honorarium for their appearance.

To be eligible for 2027–2028 JBC Network participation, the author must have a book published between June 2026 and December 2027 that creates a program of Jewish interest. The application process includes a participation/distribution fee and the submission of review copies of the author's book. The review copies can be either 110 non-returnable copies of the book or a shareable e-book (PDF) that will be distributed to the JBC Network sites. The copies (galleys, ARCs, bound manuscripts, and finished copies are all acceptable) need to be sent to our fulfillment warehouse by April 12. The books will be repackaged into sets and sent to the member sites (synagogues, JCCs, etc.) in the JBC Network to make them more familiar with each author's book and to support their decisions for the upcoming year. If it is not feasible to submit print copies, an author may submit a shareable e-book + 3 books (for JBC office use) in lieu of the 110 copies. These PDFs will be collected in a Dropbox account and shared with the JBC Network membership for them to view as well. Due to the ways in which many JBC Network sites review books and their committees' preferences, print copies are often preferable whenever possible, offering the ability to physically unpack them from the sets of books and pass them around, but of course PDFs are read and easily shared.

In regard to events, Jewish Book Council's role is to provide a platform for the author's presentations and to coordinate the scheduling of appearances based on the requests received from its Network membership. **All authors participating in the JBC Network receive the marketing advantages listed above, but engagements at JBC Network sites are not guaranteed.**

Conference: The annual JBC Network Conference includes a series of virtual *Meet the Author* sessions consisting of two-minute pitches from authors designed to showcase their presentation style and represent their books. Authors are invited to speak at **a single specific session** during the three-day virtual conference to pitch their book to an audience composed of Jewish program

coordinators and their lay leadership committees. All participating authors receive personal coaching from a member of Jewish Book Council staff (personal coaching details can be found below). The virtual conference, held May 18 – 20, 2027 (ET), marks the start of the JBC Network programming year for 2027–2028.

While attendance at the Conference is not mandatory, JBC Network authors are strongly encouraged to take advantage of the opportunity to present their book in a two-minute pitch at the JBC Network Conference *Meet*

the Author sessions. (Experience shows that authors who present at the JBC Network Conference have more success in receiving invitations to JBC Network events.) If you are unable to participate in the conference, you can submit a 2-minute video, which will be made available to participants *after* the conference.

Scheduling: After the conference, JBC Network members meet with their committees, where they have several weeks to review the list of participating authors before submitting their first round of author requests for the upcoming season to the Jewish Book Council office. Once requests are received, Jewish Book Council staff crafts schedules for both the host sites and the authors.
Tentative schedules are sent to JBC Network members and authors for review by the second week of *July*. The proposed schedules are accepted, or changes are made, and by the beginning of August, final schedules are forwarded to the author for written confirmation. The number of event requests an author may receive *is impossible to predict*. Requests are not guaranteed with enrollment in the program.

Event dates: JBC Network events may be booked for as early as August and extend through June of the following year. A cluster of events happens from October through December, during Jewish Book Month, when many communities have an annual book fair. New event requests are made throughout the year.

Have questions about becoming a JBC Network author? Take a look at our FAQ section or email Suzanne Swift at suzanne@jewishbooks.org. Please note that more detailed information about author participation is provided during the registration process. All cancellations will be charged a transaction fee and 50% of the total payment. (Note: There will be no refunds after April 30.)

2027–2028 Author Guidelines

Please read the entire document before submitting a registration!

The following information should be read thoroughly before beginning author registration. If someone other than the author completes this registration, **the author must be aware of and agree to all conditions of author participation**. The registration form must be signed by the author or by a designated representative on their behalf. Authors are expected to be aware and abide by all guidelines. Email suzanne@jewishbooks.org with any questions or concerns.

Author Eligibility

- Authors must have a book/e-book published between June 2026 and December 2027. Re-releases (i.e., paperbacks, updated editions) with new copyright within this time frame are eligible. Audiobooks are also eligible.
- Books must be written by a Jewish author or contain Jewish content.
- Books must be published in English and distributed in the United States.
- Translations into English are accepted.
- Book topics should create a program of interest to a Jewish audience.
- If offered events, authors must commit to presenting at least **three events** for no honorarium. We encourage–and hope–authors will consider more than the minimum number of events required, but, if an author can only accept three events, the author needs to notify JBC of their honorarium. If an author is unwilling or unable to commit to this, then they need to register as a non-touring author.

Benefits of Participating in the JBC Network

- Platform targeting representatives from over 130 Jewish community programs from across North America and Jewish Book Council's own direct readership of 600,000 readers annually.[1]
- Eligibility for selection by the JBC Network members for their upcoming physical and virtual book events. All scheduling and arrangements will be coordinated by Jewish Book Council. *Event requests are not guaranteed.*
- Opportunity to present a two-minute pitch at the *Meet the Author* event at the annual virtual JBC Network Conference. Authors attending the conference will also be invited to attend one virtual technical rehearsal in advance of the conference.
- Private coaching with the JBC Network staff prior to the *Meet the Author* event. (See Personal Coaching guidelines below.)

[1]All publications on www.jewishbookcouncil.org are managed and curated by Jewish Book Council editors and web team, *distinct* from the JBC Network program. Enrollment in the JBC Network does not guarantee a full-length review, feature in Jewish Book Council's weekly email newsletter, or inclusion in Jewish Book Council's online content.

- Distribution of review copies of the author's book to JBC Network members across North America.
- Spotlight section - We will be shining a spotlight, through our weekly email of nearly 30k opt-in subscribers, from September-June to each of our touring authors to give a little extra promotion and boost to each one throughout the year.
- Eligibility for JBC Read On, JBC's speakers' bureau, is for those authors who have previously participated with JBC Network or those approved by the JBC Director. This is, with approved exceptions, for back-list titles, and the opportunity begins after a year of participation on the JBC Network while the book is on the frontlist.

JBC Personal Coaching Guidelines

JBC Network offers authors two sessions with a JBC staff member to guide authors through the Network process while giving them the opportunity to receive feedback on how an author presents their book to a broad audience. The first session is an orientation session with other participating authors, and then authors may choose an additional private session focused on their own book.

- Each author is eligible to have an orientation session and one 25-minute personal coaching session.
- Authors are strongly encouraged to attend at least the orientation session to learn about this year's JBC Network conference best practices.
- If booking a personal session, an author must have a confirmed appointment no later than May 1. After that date, the sessions will occur only if time slots are available.
- Additional sessions are available for a fee of $50/25 minutes if time is available.
- Sessions are targeted to each author's particular needs in order to:
    - Find the story in your book that will draw in listeners
    - Shape the way your book is presented to an audience
    - Orient your book presentation to JBC Network audiences
    - Refine your presentation to a two-minute pitch for the JBC Network conference
    - Polish and tighten an existing pitch to maximize the allotted two minutes

JBC Event Policies

An author's success through the JBC Network is impossible to predict, but Jewish Book Council believes in giving every author who meets the eligibility requirements the opportunity to present his or her work. Some authors receive many requests; some do not receive any. Sites can request either in-person or virtual events. ***Requests are not guaranteed*** with enrollment in the program, but the benefits of JBC Network **extend beyond booking events**: in addition to receiving exposure among Jewish Book Council's wider print and online readership, all listed JBC Network titles are considered by many JBC Network sites when selecting books for book fairs, speaker events, and libraries across North America.

Events booked through JBC Network have these basic stipulations:

- The author agrees to present for **no** honorarium.
- If offered events, an author must accept a **minimum of three** JBC events for no honorarium during the season. We encourage–and hope–authors will consider more than the minimum number of events required, but if an author can only accept three events, the author needs to notify JBC of their honorarium.

- Due to the great success of virtual events, sites may continue to invite authors to present virtually, even when travel is deemed safe. Physical travel will be a discussion between the author and the site. If physical travel is agreed upon, the host site is responsible for covering the author's travel, lodging, meals, and any other pre-approved expenses.
- The host site holds a book sale in conjunction with the author's visit both in-person and virtually. Each site determines how to bring in the author's books either through a local bookstore or publisher.
- The JBC does not guarantee the size of the audience or the number of books sold.

For JBC Network policies to apply**,** authors/publishers must book their events through Jewish Book Council. JBC Network sites wishing to host an author for an event need to submit requests through Jewish Book Council. Once an invitation has been confirmed by both author and community, the host community arranges all event details directly with the author and the JBC-approved travel agency (if in-person event).

To maximize attendance and book sales at JBC Network events, Jewish Book Council requires that authors book any additional appearances in their JBC Network host city **after** the JBC Network event.

- Mention JBC as a literary partner at your events, add JBC to your website, follow JBC and hosts on social media.
- The author and/or publisher **must** inform Jewish Book Council of any other author appearances in the hosting city to minimize overexposure, and, if in-person, coordinate shared travel expenses among **all sites**.
- Travel expenses must be shared among all organizations involved in one trip, **regardless** of whether or not they are JBC Network member sites.
- ***Authors are responsible for non-JBC site's portion*** and can be reimbursed from non-participating sites, unless prior arrangements have been made.

As a courtesy, for in-person events, if an author has an event booked within 50 miles *of a JBC Network in the month before or a week after a scheduled event, he or she must notify the JBC Network site immediately and Jewish Book Council staff, as it may affect the JBC Network event's publicity and/or audience size. For virtual events, additional virtual events hosted in the same city or local community will also have an impact on attendance, so we ask that the same courtesy be applied.*

Open communication prevents unexpected problems and last-minute cancellations.

Travel Details:

- The hosting site provides or pays for the following travel expenses and arrangements:
    - Ground transportation in the author's home city to and from the airport
    - Airfare (**Economy**, direct flights **when possible**)
    - One checked bag
    - Ground transportation in the host city
    - Meals (for the author only) in the host community and during travel (receipts must be submitted).
    - One night in a first-class hotel[2]
    - If driving your own car to the event (with prior arrangements), gas mileage reimbursement is $0.76/per mile unless changed by IRS.
- The host site is **NOT** responsible for:
    - Room service charges outside of agreed-upon meals
    - Alcohol, mini-bar, or entertainment purchases
    - Laundry services
    - Car rentals when transportation has been offered by the host
    - Meals exceeding the standard cost for an individual (up to a maximum of $90 per diem)
    - Spouse or partner that may be traveling with an author.
- **The author must give advance notice on the registration form of special needs** (including dietary and travel restrictions or requirements, etc.). The author may choose whether or not to attend any events in the host community outside of the agreed-upon book program; this should be discussed in advance with the site coordinator.
- Air transportation **must** be arranged through JBC's approved travel agent, who will contact the author no later than 30 days prior to the engagement. It is critical that the author/publisher respond to the travel agent's e-mails and phone calls within **24 hours** to ensure the best flights. **Failure to do so may result in the cancellation of an event.** Car and train transportation can be arranged by the site directly.
- Airline tickets are purchased on a non-refundable basis, and once purchased may not be changed without penalty. If it becomes necessary for an author to change a flight, ***change fees are the sole responsibility of the publisher and/or author.***
- **Receipts must be submitted for reimbursements within 30 days of each site's event, if not reimbursed at the time of the event.**

Cancellation and Change Policy

Cancellation or changes of JBC Network events should be avoided when possible. If cancellation or change becomes necessary, the author **must** notify the host community, the JBC Network travel agent, and Jewish Book Council staff immediately.

[2] Host site must cover two nights' hotel stay if travel arrangements necessitate an extended stay.

- All airline tickets are purchased in the name of the author and are nonrefundable. They are owned by that individual and cannot be transferred. An author who cancels an event (even due to health reasons) is obligated to work with the host site to reschedule, at the discretion of the host site.
- If the author is unwilling to reschedule or cancels the physical program, the author and/or publisher will be responsible for reimbursing the host community for the cost of any unused portion of the ticket within 30 days of the cancellation. If the author and the site agree on a virtual event instead, then the author is not responsible for the ticket; however, both the site and author have to agree that the virtual event will replace the previously scheduled physical event.
- If the cancellation is within 30 days of the event (not due to documented health reasons or family emergencies), an author, in addition to the plane ticket, may be responsible to reimburse the Network site up to $300 to defray costs of any nonrefundable expenses associated with the event. Virtual events will also be subject to this same fee, assuming marketing and other nonrefundable expenses have been incurred.

If, for any reason, *the host site* cancels the event:

- It is the **site's responsibility to notify all involved**: the author, Jewish Book Council, and the travel agent.
- The host site may attempt to reschedule with the author, at the author's discretion.
- If an airline ticket has already been purchased, the host site must pay for it, or for the change fee in the event of a rescheduled ticket.

Additional Information

Book Submission: Books may be submitted in **one** of the following formats. Directions for submission will be found upon completion of registration for distribution to our network sites:

- 110 non-returnable review copies of either hardback or paperback books shipped to our fulfillment house.
- 110 Advance Reading Copies (ARC), galley or uncorrected proofs
- 110 bound copies of the cover, title page, table of contents, and 3-5 chapters of the book.
- E-book submission (PDF)+3 physical copies. (Additional physical books may be requested by a site if an event is booked in their community)

Book Sales: Jewish Book Council requires that all books be:

- available for purchase through a bookstore or the publisher unless prior arrangements have been made at the time of the event's booking
- fully returnable
- sold at a 20-40% discount to JBC Network host sites

Self-Published Books: Authors of self-published books are welcome to participate in the JBC Network program, and have done so for many years. See above for book sale requirements.

E-Books(PDF): Authors of e-books (PDF) are encouraged to participate in the JBC Network plus three (3) additional physical copies sent to the JBC offices. Not all JBC Network sites are able to sell e-books: **an onsite e-book sale is not guaranteed.** ***(Additional physical book may be requested by a site if an event***

is booked in their community)

Printed review copy or ARC (advanced reading copies) submissions are strongly encouraged, as print copies reliably receive better responses from JBC Network member sites.

Co-Authored Books: If a title has more than one author who wants to participate in JBC Network, *each* author must submit a separate registration. See the online registration page for more information about co-author registration.

Each author/co-author has a page in the *Authors on Tour* book and on the JBC website, but the title receives only **one** two-minute presentation slot at the JBC Network Conference, regardless of the number of authors. If a co-author chooses not to participate in the JBC Network program, there is no need to register the second author.

Registration: No changes or edits will be made upon completion/submission of registration. If the summary or bio word count exceeds JBC's requirements, JBC reserves the right to edit blurbs at its own discretion. The author's **direct** contact information is required without exception.

Registration should be completed in its entirety, with the most accurate information available. Information on this form will be used to prepare the *Authors on Tour* book, as well as for scheduling and travel arrangements. Host sites often base their invitations on what they can afford and what fits their schedules; the more accurate the author's information, the better.

Books or authors deemed ineligible for the program according to the conditions and requirements for enrollment in the 2027–2028 JBC Network guidelines for participation will not be admitted to the program, regardless of the status of the author's application. If payment and/or books for the author's registration have been submitted, standard cancellation policies will apply. Authors/publishers are responsible for shipping books to fulfillment if they arrive at JBC's office.

Authors/publishers are responsible for all arrangements and fees to return books. **No exceptions. This includes accidentally shipping 110 books to JBC's office instead of JBC's fulfillment house.**

Conclusion

The author **must** be responsive to emails from Jewish Book Council and host sites. Most scheduling for the fall season takes place July-August, but continues throughout the season; timely responses facilitate event and travel arrangements. Authors who do not respond to an invitation within two days risk forfeiting that invitation. **JBC offers no guarantee that an author will be selected to tour for the season.**

Registration for the JBC Network program acknowledges acceptance by the author of all of the conditions herein:

By registering in this program, I, and all registrants, shall indemnify and hold harmless JBC Network, a program of Jewish Book Council, Inc., from any claim, demand, loss, liability, damage or expense arising in any way from my performance of services. I hereby agree to release Jewish Book Council, Inc., its JBC Network program, and its Board of Directors from any claims for injury or damages resulting from my participation in the JBC Network.

The authors and books included in the JBC Network have been submitted to the program by the author or publisher based on eligibility, which includes publication date and the author or book being of Jewish interest. This does not imply endorsement by Jewish Book Council.

Jewish Book Council reserves the right to edit or revise any and all content submitted for publication on its website or in print materials distributed by the organization.

JBC Network Calendar for Authors

January-March: Author completes online registration and payment; Jewish Book Council confirms registration via email. A member of the JBC Network staff coaches each author individually on his or her upcoming presentation at the JBC Network Conference. Authors may register past the March deadline, but late fees will apply.

Jewish Book Council staff creates a book page for each author on the Jewish Book Council website. The page will include a link to the author's website. ***(It is the recommendation of the JBC that all authors include updated reviews, YouTube links, and travel calendars on their personal website.)*** These pages are available only to member organizations through August; the pages are made visible to the public after initial tour scheduling for the year is complete.

April 11: Author or publisher supplies **110 non-returnable review copies** (to be distributed to JBC Network member sites) to fulfillment house specified by Jewish Book Council. Specific instructions, including mailing address, will be provided by Jewish Book Council upon completed registration.

At the **beginning of May,** you will receive your assigned *Meet the Author* session date and time. This will be **one** specific two-hour session on **one specific day of the conference** (***authors are not invited to attend the entire conference***).

May 18-20: The JBC Network Conference will be held virtually (ET). While attendance at the Conference is not mandatory, JBC Network authors are strongly encouraged to take advantage of the opportunity to present their book in a two-minute pitch at the JBC Network Conference *Meet the Author* sessions. (Experience shows that authors who present at the JBC Network Conference have more success in receiving invitations to JBC Network events.) If you are unable to participate in the conference, you may submit a 2-minute video that will be shown to participants after the conference.

After the Conference, member organizations request author appearances via the JBC Network. An invitation directly from the host site, rather than through Jewish Book Council, is not considered a JBC Network event; standard regulations do not apply. To avoid this, **the author should refer any direct invitations from a Network site to Jewish Book Council**.

July-August: Authors are notified of their proposed schedule and approve it in writing upon receipt. New requests are received all season long.

August 2027-June 2028: JBC Network travel agents make travel arrangements approximately 6-8 weeks before an event, confirming all information with authors and host sites before booking. Authors attend their scheduled events and are notified of any additional event requests made throughout the year.

How to Apply

Please review registration carefully. Once an application is completed and submitted, no edits will be allowed, as this information goes directly into our *Author on Tour* book.

Publishers and/or authors must submit:

- An online registration form, which includes book information, book description, author bio, *high-resolution* book cover image and author photo (with photo credit), travel availability, and other pertinent information.

- **110 non-refundable review copies** (can be ARC's galleys, or bound manuscripts) by **April 12, 2027,** to a designated warehouse. The address will be provided upon registration; please **do not, under any circumstances, send books directly to the Jewish Book Council offices**. If books are sent to the Jewish Book Council's office, the author is responsible for arranging that the books are redirected to the designated warehouse as well as costs associated with the arrangement.

- E-books (PDF), while permissible, are NOT recommended, as they tend to elicit poor responses from JBC Network book program coordinators. 3 books need to be sent to the JBC office. Address will be given after registration.

- JBC Network author fee, to be paid by credit card or check. The cost of participation is as follows:

  Author Registration:
  - **$555 by March 1**
  - **$610 until April 15**
  - **$660 until May 15**

    Information on authors registered after May 1 will not appear in JBC Network *Authors on Tour* book but will be printed as an insert, if possible.
  - **$735 for any registration after May 15**

  Second/additional Co-Author:
  - **$300 by March 1**
  - **$345 until April 15**
  - **$395 until May 15**

    Information on authors registered after May 1 will not appear in JBC Network *Authors on Tour* book but will be printed as an insert, if possible
  - **$450 for any registration after May 15**

  Guest at a JBC Network Conference Session (based on available space): **$150**

Cancellation fee: transaction fee and 50% of the registration fee. Cancellations filed after April 30 will not be reimbursed.

Limited scholarships are available; contact Suzanne Swift at suzanne@jewishbooks.org for more information.

JBC Network Staff

Suzanne Swift - Director, JBC Network - suzanne@jewishbooks.org

Naomi Firestone-Teeter - CEO, Jewish Book Council - naomi@jewishbooks.org

Marc Rothstein - COO, Jewish Book Council - marc@jewishbooks.org

Miri Pomerantz Dauber - JBC Associate Director -miri@jewishbooks.org

Arielle Attia - JBC Program and Partnerships Manager - arielle@jewishbooks.org

Marilyn Hassid - JBC Network Membership Consultant - marilyn@jewishbooks.org

Jewish Book Council thanks you in advance for your cooperation!