

# WELCOME KIT

## Welcome to Inspired Living Publishing!

I am honored that you have decided to become a part of the Inspired Living Publishing family.

Thank you for entrusting your intimate story with me and the Inspired Living Publishing team. I view my role of Publisher as a sacred one as I birth women's stories to the world within the sacred container of a publishing project.

Back in 2010 I followed a dream to create an inspirational publishing company that would meet two of my soul goals. The first, to publish high quality print and digital projects dedicated to spreading a message of hope, love and transformation and inspiring and empowering women on their journey of self-discovery.

Second, to use my global multimedia platform to give heart-centered visionary women, like you, an opportunity to share their wisdom and enhance their brand visibility in front of those they are meant to serve so they can thrive in their business.

Mission accomplished.

Today our sacred anthology print division has published six best-selling books, soon to be seven, and served over 200 visionary entrepreneurs. In the spring of 2016, Inspired Living Publishing announced our new hybrid publishing division that provides mission-driven female entrepreneurs with an empowering message to share with powerful publishing and marketing services and a high-profile media platform.

The first book from our new division, *Being Love: How Loving Yourself Creates Ripples of Transformation in Your Relationships and the World*, by Dr. Debra Reble became an International Best-seller within hours. A few weeks later, *The Art of Inspiration: An Editor's Guide to Writing Powerful, Effective Inspirational and Personal Development Books* by our extraordinary editor, Bryna René Haynes was released and quickly topped multiple best-seller and Hot New Release Lists.

Inspired Living Publishing's accomplishments have bypassed my original vision.

Together we can transform women's lives one story at a time.

Live an Inspired Life!

Linda Joy  
Best-selling Publisher

## 14 Important Steps to Take Immediately to Optimize Your Experience, Connections, and Exposure

Please take the time to complete this simple checklist today so the ILP team can do their next steps. Completing all the items on this list will take 15-25 minutes.

- Bookmark the [Courageous Hearts Private Author Resource Center](#) now.
- Download, Print and Read this **Welcome Kit** immediately.
- Download and Print the "[CRH Author File Checklist Due by April 4<sup>th</sup>](#)" which
- Download and Print the '[CRH Editorial, Special Project & Promotional Calendar](#)' and **enter all of the dates** into your personal and promotional calendar today.
- Download and Print the "[CRH Q & A Call Schedule with Linda Joy](#) and enter all of the dates in your calendar.
- Download and Print the "[CRH Story Submission Guidelines and Deadlines](#)" which covers important story submission instructions.
- LIKE Publisher Linda Joy's page on [Facebook](#), if you have not already done so.
- Follow Publisher Linda Joy on [Twitter](#), if you are not already doing so.
- You have been added to the [CRH Private Author Facebook Group](#). If my team was unable to add you because you weren't following me, they will reach out.
- Join Linda's Private [Visionary Female Author, Writers & Messengers Group](#) if you have not already done so. Please read the pinned group guidelines at the top of the page.
- Follow all your coauthors on the "[Courageous Hearts Twitter List](#)" and "[Courageous Hearts Facebook List](#)" which is hosted in 'FILES' section of the Courageous Hearts Facebook group.
- IMPORTANT!** Add the following email addresses to **YOUR SAFE SENDERS LIST** (as well as to your assistant's safe senders list) to avoid missing time sensitive project emails:
  - o [Linda@Linda-Joy.com](mailto:Linda@Linda-Joy.com)
  - o [ClientCare@Linda-Joy.com](mailto:ClientCare@Linda-Joy.com)
  - o [Linda@InspiredLivingPublishing.com](mailto:Linda@InspiredLivingPublishing.com)
  - o [Submissions@InspiredLivingPublishing.com](mailto:Submissions@InspiredLivingPublishing.com)
- Create space in your calendar to **listen to and/or read** all four **Master Classes** so you are ready to begin your writing journey.
- Create space in your calendar for **writing** your transformational story which is due to the editorial team no later than **April 10<sup>th</sup>, 2017**, for those who **joined the project up to March 1st**, and **by April 24<sup>th</sup>** for those who joined the project after that date. Please adhere to the deadline related to your signing date to assist Bryna and Deborah with flow.

### Housekeeping Details:

Inspired Living Publishing's office hours are Monday through Thursday 9 am – 4pm ET. Our office is closed Friday through Sunday.

Please allow up to 24 hours for an email response Monday through Thursday.

### The Inspired Living Publishing support team:

#### Publisher Linda Joy

Due to her schedule please email any questions to her assistant, Nichol who will be sure Linda sees your email and replies. Also, feel free to send Linda a **private message** on Facebook for a quick response Monday through Thursday. On weekends it may take a little longer for a response.

**Nichol Skaggs**, Linda Joy's assistant

[ClientCare@Linda-Joy.com](mailto:ClientCare@Linda-Joy.com)

**Please direct all general inquiries related to files due, deadlines, etc. to Nichol** at [ClientCare@Linda-Joy.com](mailto:ClientCare@Linda-Joy.com) and she will get back to you within 24 hours (Monday-Thursday).

#### Editorial Team

Chief Editor, Bryna Rene Haynes [Submissions@InspiredLivingPublishing.com](mailto:Submissions@InspiredLivingPublishing.com)

Associate Editor, Deborah Kevin [Submissions@InspiredLivingPublishing.com](mailto:Submissions@InspiredLivingPublishing.com)

Please direct **Story, Writing, or Editorial related questions** to your assigned editor, or Chief Editor Bryna Rene Haynes at [Submissions@InspiredLivingPublishing.com](mailto:Submissions@InspiredLivingPublishing.com).

#### Mailing Address:

Linda Joy  
Inspired Living Publishing  
P.O. Box 1149  
Lakeville, MA 02347

## Writing Tips

*From Bryna René Haynes, Inspired Living Publishing's Chief Editor*

You know your story by heart, but putting it down on paper can be intimidating, especially if you've never written for an audience. That's why I've created these **Writing Tips** to guide you through the process. With these basic tools under your belt, you'll be off and running in no time.

This information is intended to complement the instruction provided by my four part Master Class series found in the [Courageous Hearts Author Resource Center](#). Please listen to or read the entire series prior to beginning the writing process.

For questions about submitting your story, and how our editorial process works, please refer to the **Editorial Q&A** and **Author Submission Guidelines & Deadlines** included in this packet.

**Below are some tips to help you construct, write, and edit your story.**

### 1. Choose your subject

Choose an event, or a series of related events, that shares the moment that you discovered the power of gratitude in your life. Concentrate on the pivotal, "ah-ha!" moments in which you discovered a higher truth, found greater clarity, or changed your direction for the better.

If you get stuck, ask yourself the following questions:

- What pivotal moment or moments changed your perspective on your life situation?
- What struggles or adversity have you overcome in order to get where you are?
- How do you feel your life experience can be inspirational to other women?
- What knowledge have you gained that you'd like to share with other women, and through what experiences did you acquire it?

## 2. Choose Your Angle

Remember that your story is intended to be inspiring and uplifting. The main focus of the story should be on what you learned from your experience, how your newfound knowledge helped you grow, and how your life changed for the better as a result of this experience. Overall your story should come from a positive place, and end on a hopeful note.

This isn't to say that you shouldn't write about the losses, setbacks, or stressful times you survived—after all, those were the catalysts for your evolution. Be honest about your feelings and mindset both before and after your pivotal moment. Remember that it's the emotional drive of your story, not the events you're describing, that really help readers connect to what you're saying. In other words, when in doubt, just come out and say it.

## 3. Create Your Outline

If you're hyper-organized, your story outline might look like the ones you used to create in school—but it's more likely to be a loose series of bullet points cataloging the events and anecdotes you want to include in your story. It could also take the form of a timeline or a flow chart. Some writers jot details on index cards and arrange them on a cork board, so they know exactly where they want to place each piece of the story.

Every story is composed of three distinct parts: beginning (or introduction), middle (body), and end (resolution). Breaking down your story into these three parts can help you format your outline and fill in any gaps.

- **Introduction: 10-15% of total word count.** This is where you introduce details about yourself—who you are, what you do—and hint at where your story is going. This lets the reader know what to expect, and hooks her interest. Only include those details which are pertinent to the development of your story; you don't need to divulge everything about yourself.
- **Body: 70-80% of total word count.** This is where the “action” of the story occurs. Your story should progress in chronological order, so the reader can follow the chain of events easily. Where were you, and what

happened to facilitate the change in your circumstance, mindset, or life path?

- *Resolution: 10-15% of total word count.* Here, the dramatic events of your story come to a close, and any loose ends are tied up. You might take a paragraph or two to reflect on events from your current perspective, and describe the ways in which your experiences have positively impacted your life and the lives of those you love.

If you're confident in the structure of your story, you might choose to jump right into the writing process, and not create an outline at all. But if you feel shaky, an outline can be a valuable tool to help you get clear on where you're going—rather like the pencil sketch an artist makes on her canvas before she starts painting.

#### 4. Fill in the Details

Once you've created your outline or "sketch," it's time to fill in the details. Try to remember as much as possible about your experiences, especially with regard to sensory details and emotions. What did the air smell like when you had the epiphany which led you to start your own business? What were you doing (or feeling, or thinking) at the moment you received that life-changing telephone call? Be as specific as you can. You want your readers to feel as though they were right there with you. Don't be afraid to bring the drama: that's what will hook your readers.

It's worth it to take an hour or two to reminisce with a pen in hand, and jot down any details and impressions that come to mind, even if you're not certain you will use them. This kind of "stream of consciousness" writing can bring up images from your subconscious mind; you may surprise yourself with what comes out on your paper.

It's important to remember that most of your readers will come into your story knowing nothing about you. Put yourself in their shoes: if you were reading your own story for the first time, what would you want to know about you? Think about stories you love (fiction or non-fiction): what details of emotion, sense, or scenery help you relate to the lead characters in those stories? If this cue seems a bit obtuse, imagine that you're telling your story simultaneously to your best friend and a complete stranger. What information would the stranger need in

order to make sense of the events you're describing? What would your best friend want to know about what you were thinking and feeling?

A few more pointers for detail work:

- **If you don't have permission to use the names of people** who were in your life when your story took place, change their names and physical descriptions, especially if the person you're writing about played an antagonistic role in your story.
- **Remember that this story is about you and your experiences.** You don't need to give details or background on the other players, unless those details directly affect the outcome of your own story.
- **Stay true to your experience.** If you're fuzzy on the details for any reason, don't make them up. Instead, be truthful with your readers. For example, you might write something like, "I don't recall much about that summer. Maybe it was the stress, or the heat, but everything is a blur in my mind. What I do remember, though, is..."

## 5. Start Writing!

When you sit down to write your story, take the time to create a calm, supportive atmosphere. Meditate or just breathe deeply for a few minutes before you take up your pen or place your fingers on the keyboard. Turn off your cell phone and close down your e-mail to minimize distractions. Light a soothing soy candle or incense. Ask your family to help you stay on track, and to respect your need for privacy while you write.

You might find that the moment you sit down, your story pours out of you in a rush, and you fill page upon page in a single stretch. Or, you might run dry after three or four sentences. Either way, try to respect your own process. Everyone writes differently. It may take a few days for you to find the pattern that works for you. Personally, I prefer to write in big chunks, just filling the page, letting the words flow without any thought for structure. Then, I spend the next session editing what I wrote in that first stream-of-consciousness burst. Separating the creative and analytical aspects of the writing process enables me to fully tap into my creativity. When I try to write and edit at the same time, my analytical, "left-brained" nature takes over and my creative side feels blocked.



You may find yourself deviating from your outline as your story unfolds on paper. Don't sweat it; remember, your outline is intended to be a helpful reference, not an obstacle to surmount. If you're happy with the new direction of your story, go with it. I've written several articles and even a few books that look nothing like the outlines from which they were created!

Your story should be written in first person—meaning, from the “I” point of view. Imagine that you're having a conversation with the reader.

In terms of tone, don't try to stylize your writing. Use words that come naturally to you—but do try to use descriptive terms. For example, instead of writing, “I was sad,” you might choose to write, “I was devastated,” or, “as you can imagine, that left me pretty down in the dumps,” or even, “I fell into the grip of an unshakable depression.” All three examples convey sadness, but to very different degrees.

I know it's easier said than done, but try not to let self-criticism or perfectionism get in the way of your process. Remember, not even Dickens wrote a perfect first draft! “Write down the bones,” as they say, then give yourself some time to digest before diving back in.

When you're ready to edit, re-read your story from start to finish. Try to step out of your story and see it from the perspective of your readers. Does it flow smoothly? Are the events presented in the order in which they occurred, or do you jump back and forth across time? Do your word choices convey the truth of your emotional experience, or are there things left unsaid? Give yourself time to re-read your story at least twice before submitting it to Inspired Living: once for content, once for spelling and grammar—but if you're not a “grammophile,” don't worry: that's what editors are for!

You are part of the *Courageous Hearts* project because you have something valuable and inspiring to say. No matter where your writing adventure takes you, let your authentic self shine through in your words.

I hope that the information on these pages helps to make your personal writing process both accessible and enjoyable.

Remember to listen to the Master Classes in the [Courageous Hearts Author Resource Center](#) prior to writing your story. Doing so will save you time, energy and the assurance that the first draft of your story, due on or by **April 10<sup>th</sup>/April 24<sup>th</sup>, 2017**, is a match for the *Courageous Hearts* project. Please refer to the **Author Submission Guidelines & Deadlines** and the **Editorial Q&A** for more information about submitting your story.

May your writing be inspired! I look forward to our journey.

## Editorial Q&A

*From Bryna René, Inspired Living Publishing Chief Editor*

Here are some common questions on the editing process for anthology submissions, followed by answers from our editor, Bryna René. Please note that every editor works differently, and that publishing an anthology is a vastly different process than publishing a single-author book. Bryna has therefore tailored her editing guidelines to meet the specific needs of this anthology.

**\*\* AUTHOR TIP \*\*** Before you write your first word be sure to listen to the Editorial Overview audio and all four audio classes that are in the [Courageous Hearts Author Resource Center](#) and include: *Choosing Your Story; Story Crafting; Language, Flow and Other Self-Editing Basics and What to Expect from the Editorial Process*. If followed, the guidelines, tips and support contained in the audio classes will empower you on this journey.

### **Q: What does the editor do?**

**A:** As the chief editor for this anthology, I have several responsibilities. First, I must ensure that the content and details of the story are complementary to the overall theme and tone of the book. (If you were chosen to participate in this anthology, chances are you're all set on this one.) Second, I must organize all of the stories into chapters or groups of stories which share similar subject matter, or which complement each other in some other fashion. Third, I must edit the submitted stories for form, spelling, and grammar, and make sure that the storyline flows smoothly, in a linear manner. Lastly, I must ensure that the tone of each story matches that which we've established for the anthology as a whole.

### **Q: Although I have a great story to share, I'm a little intimidated by the writing process. Will I receive help?**

**A:** I have attempted to provide a clear, step-by-step guide to the writing process on the "**Writing Tips**" page included in your author materials. To fully serve you, I have created four in-depth audio classes which are in the [Courageous Hearts Author](#)

[Resource Center](#) for easy access. Listen (or read the transcripts) of these audio master classes in the order they are presented before taking pen to paper.

Unfortunately, I'm not able to offer one-on-one coaching or editing services to all authors as part of the Visionary Leader or Visionary Author Package that you purchased. The scope of my project work is detailed by Inspired Living Publishing, and again, *does not* include individual work with authors. If you feel you need some one-on-one time, or just a pep talk, I'm available for consultations at the rate of \$100/hour (one hour minimum). To schedule a consultation, email [Bryna@WordsbyAphrodite.com](mailto:Bryna@WordsbyAphrodite.com).

### **Q: Does the editor work one-on-one with all the authors?**

**A:** As I mentioned above, your contract with Inspired Living Publishing **does not** include one-on-one coaching or in-depth story creation outside the scope of your agreement as part of your specific publishing, marketing and list-building package. However, I will contact you if your story is missing vital information, if I feel the subject matter needs to be shifted, or if I have questions about the people, places, or events in your story.

### **Q: How much control do I have over my written work?**

**A:** Once your story draft is submitted on or by April 10<sup>th</sup>/April 24<sup>th</sup>, 2017, you will no longer be able to make changes (unless I request them for the reasons noted in Question 3). In the interest of preserving the overall tone of the anthology, I retain full control over the editing process. I may remove information I feel is extraneous, shift sentences around to create a smoother flow, or change the occasional word for the purposes of tone and clarity.

That said, I make every effort to preserve intact each contributor's unique voice and style. I'm a "compassionate editor," by and large: I won't try to make your work my own, nor will I insert fabricated details for the sake of dramatic effect. If I need clarification or want to make drastic changes, I will contact you and we'll work out a strategy to reshape your piece.

### **Q: Can I use the names of real people, places, and businesses in my story?**

**A:** In many cases, yes, but it's important to get permission from the people who

appear in your story to use their names and likenesses. As mentioned on the “**Writing Tips**” page, you would do well to change the names of anyone who plays an antagonistic role in your story, to prevent claims of defamation of character. For the purposes of privacy, you may wish to change the names of your “characters” regardless of their role.

If you do decide to change names, please note your decision in your submission, so we can put a footnote in the text (e.g. “For the sake of privacy, some names have been changed”).

### **Q: Will my story run as submitted?**

**A:** As noted in Question 4, there may be minor changes made during the editorial process to enhance clarity and tone, and some details may be moved around in the interest of preserving continuity within the story. I will NOT make changes to substantive content (names, places, events, emotions, etc.) without your permission.

**\*\* AUTHOR TIP \*\*** As stated in your contract, **Inspired Living Publishing** reserves the right to make final decisions regarding style edits. Therefore, my advice to authors is:

- Make sure you're truly satisfied with your submission **before** you send it in.
- Ask your friends and family to critique it.
- Read it out loud.
- Try to read it from a stranger's point of view, and ask the questions a stranger would ask.
- Refer often to the “**Writing Tips**” page.

The more complete and coherent your story, the less editing and treatment it will need from me.

### **Q: Will the title of my story run as submitted?**

**A:** I will make every effort to use your title for your finished piece. However, if the title you choose is not properly descriptive of your story, is incongruent with the tone of the anthology, or too closely matches the title of another story, I may change it to suit the needs of the finished work.

**Q: Can I use a reprint or sell my submission before it's printed in *Courageous Hearts*?**

**A: No.** Per your publishing agreement your *Courageous Heart* story must be original and unpublished and cannot be released in any format (digitally or print) prior to the official release date of the book on October 24, 2017 and up to 90 days thereafter.

After the 90 day window you can distribute your story however you see fit; however, Inspired Living Publishing retains first publication rights, and can use your story, as well as excerpts and quotes for marketing and promotional purposes.