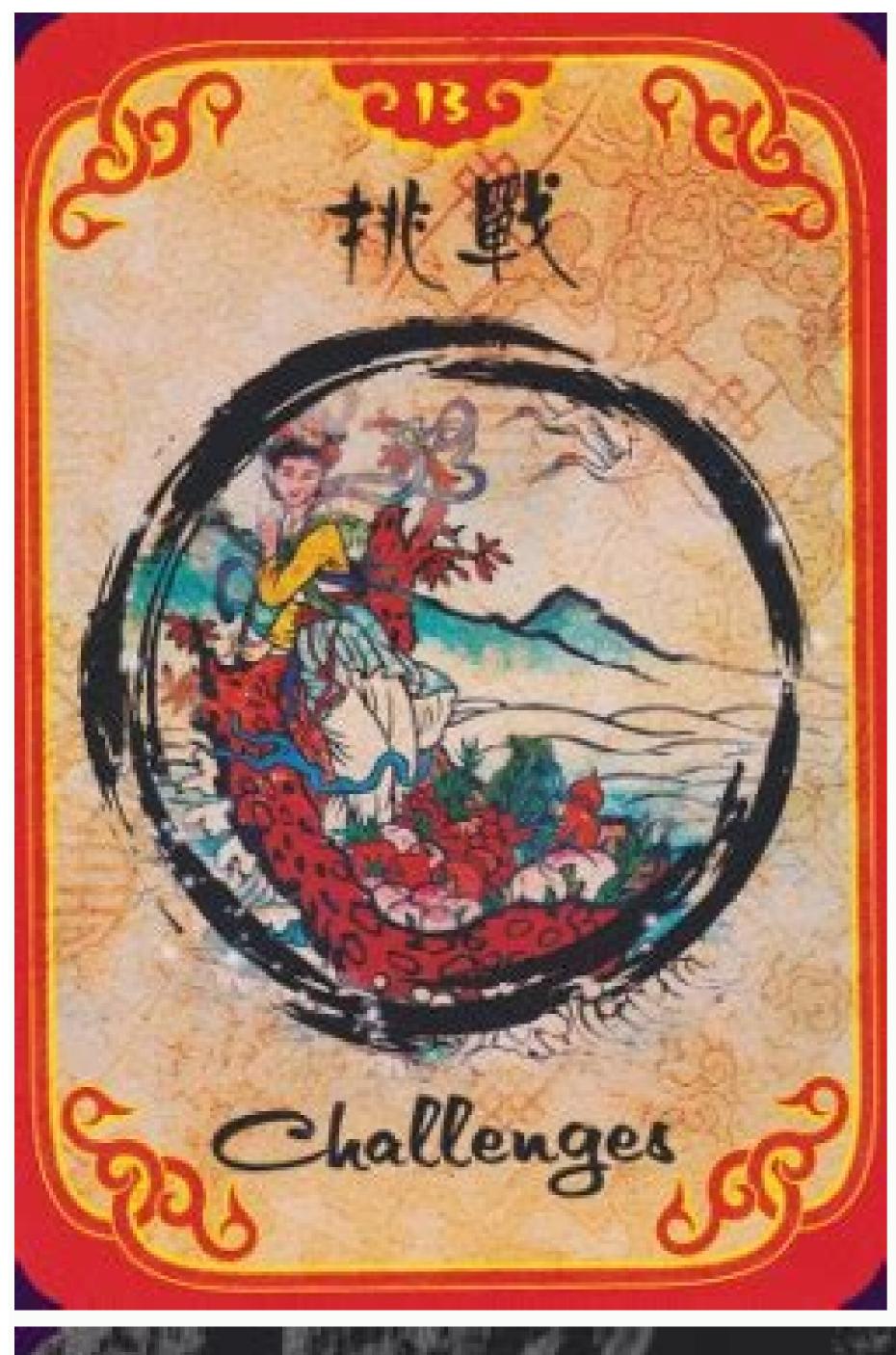
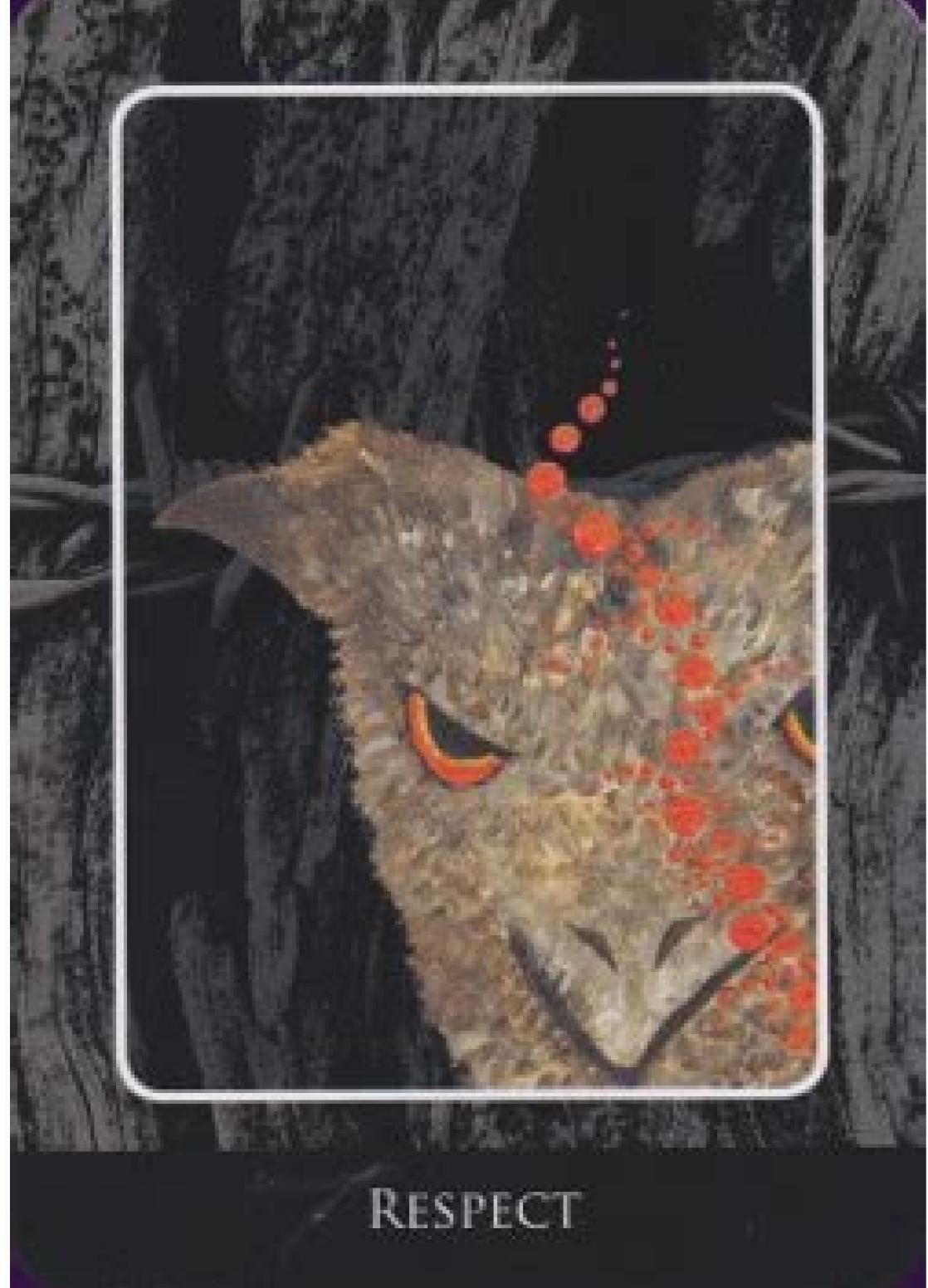
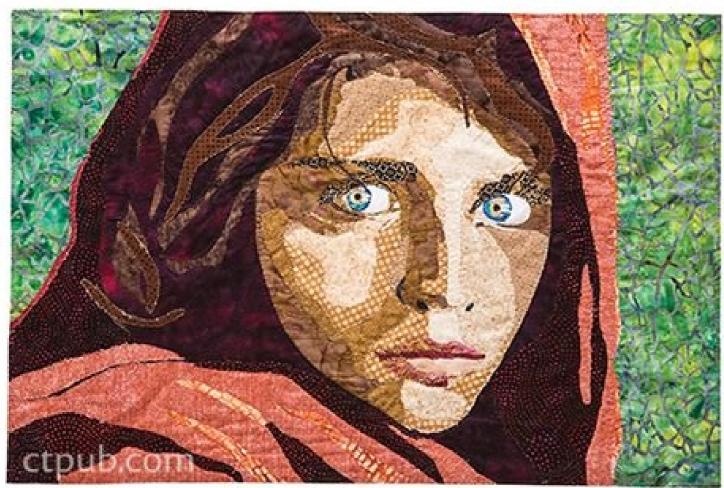
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This may look like a bit of a long list of publishing guidelines, checklists, and forms, but please don't worry. Your editor will help you at every step along your publishing journey by letting you know which documents you need to complete and when. These guides give an overview of the audiences for our books, what we publish, and how we ensure our products are accessible and can be found by readers. These forms should be submitted along with your final manuscript. However, it is worth using them as you work to help guide putting the script and submission materials together correctly. These guides go through each key step of the publishing process, detailing what is required and what to expect at each stage. The video below will take you through the production process at Taylor & Francis, so you know exactly what to expect at each stage. These documents support the preparation of your submission if needed and may prove helpful to adapt to your own work. Sample chapter Data availability statement templates We use a wide range of cover options depending on the imprint and type of book. Your Editorial contact will discuss your cover design with you in the run up to manuscript submission. These guides offer further information for specific subject areas and product types where there are additional technical requirements. For help and top tips on how to promote your book, explore our Author Directions series of free resources, which includes advice on social media, book launches, book reviews and more! Explore Resources Account Executive (Former Employee) - St. Louis, MO - October 19, 2021Indeed Featured review Selected by IndeedThe interview process leads you to believe something else. Going into the job you're led to believe that all you really need to do is call on people that are already familiar and interested in the product. Simply put, that is not the case. The draw system barely pays the national minimum wage and you will be barely scraping by. The system is set up so that the top people there have the main buyers of the ad space are already taken. The renewal system really hurts account executives as well. It benefits the ones that originally sold the ad so that's cool I quess. But the system is built really for you to fail unless you're in the top group. On top of all of that, print advertising on such a small scale is just not doing well anymore. Some churches you have will have less than 500 members and they still expect you to knock it out of the park even when no one wants to pay money to advertise to an audience that small. Flexible work schedule, management is nice, positive experience overallcold calls, lack of pay, bleak outlook, dated technology. Was this review helpful? Senior Account Executive (Current Employee) - Ballwin, MO - January 13, 2022The management team is super supportive and caring. The job is not stressful at all. The only downfall is they have an in house renewal department which hurts outside sales employees. In house renewal department was this review helpful? Based on 16 survey responses What people likeFeeling of personal appreciationTime and location flexibilityAreas for improvementAdministrative Assistant (Current Employee) - Ballwin, MO - June 21, 2021Stay away from this place. Poor management and ownership. Churn and burn! Poor pay and morale. They are wolves in sheep skin, especially their sales Manager. Don't support their reps. Not a good place to work. Was this review helpful? Sales Representative (Current Employee) - Cincinnati, OH - December 8, 2020I love this job! All the staff are helpful and kind, anytime I need anything at all they're there for me, and the training and coaching I've received have been very thorough. The manager is always helpful and encouraging. I have nothing but good things to say about this company. Kind and caring managers, training is thorough, benefits are goodWas this review helpful? Account Executive/ Corporate Trainer (Former Employee) - All over the country - August 24, 2020They make it sound like a great place to work but the reality is they don't want pay people or give them a chance to move up in the company. They have you travel all over the company in your car and although they pay for your gas and hotel it is just train, send them out and then the sales rep guits. Promises for trainer, sales management never came. When I resigned they dint even care. Was this review helpful? Rate your recent company Share your experience to help others Final Review (Part-time position) (Current Employee) - Ballwin, MO - July 19, 2020 Small business that's very casual but requires detail-oriented work. The home office culture is laid back and flexible. Prior to Covid, there were lots of eating celebrations! Was this review helpful? Account Manager (Current Employee) - Chicago, IL - April 27, 2020Good place to work. Commission only and hard to get to medium to high income. Travel a lot. Mostly local. Some hotel travel they pay gas only to destination but not for all of the driving bing once in the community. Commission only and hard to get to medium to high incomeWas this review helpful? Advertising Sales Specialist in Colorado area (Former Employee) - Denver, CO - April 10, 2020Not good at all. Hated it. No support at all. Boss hired two if us and we never had any idea what city we would be in next. Awful experience. Less than 3 star rating. Was this review helpful? Account Executive (Former Employee) - St. Louis, MO - March 25, 2020Loved the job. Travel a good amount, very flexible, great management and the office people were excellent. I can't say enough about them. Just have to be much better sales person than myself. You have to be able to take lots of no's to get the good sales. Was this review helpful? National Sales Director (Current Employee) - St. Louis, MO - January 13, 2020sales dept is a vital part of GBP. Nothing can happen until a sale is made. Training is vital at GBP. our business must have the ability to adapt with the changing marketing place. Was this review helpful? Account Executive (Current Employee) - Indianapolis, IN - October 22, 2019Nice company to work for, advertising sales for civil organizations, churches and other religious organizations in a non-pressured environment with valuable and productive sales products for advertising of local area companies. Good staff, training could be a little more intensive but selling the product of advertising is one that is best perfected utilizing one's own personality. Company allows growth, but autonomy is highly valued. Was this review helpful? Pressman, Paper Cutter (Former Employee) - St. Louis, MO - April 1, 2019I worked at Guide Book Publishing for a year and a half as a part-time proofreader in the office. By the time I left, I was the only proofreader in the office (we had a remote proofreader that worked when the office is a finite for the original and the proofreader in the office is a finite finite for the original and the proofreader in the original she wanted.) I really loved my co-workers at Guide Book (the graphic designers were the best) and that is why I stuck around as long as I did. It was a laid-back environment to work in but in the entire time I worked there I was given a \$0.50 raise with no promise for promotion to full-time. Again, as the only proofreader in the office, I did ask about the possibility of being made full-time. For about five or six months my boss made it seem as if it would happen, but from the outside looking in, I think her talking about it was her way of getting me to stick around. I obviously left before it happened. I'm a hard-working individual that doesn't often complain. I feel that that was taken advantage of by sending me home with work. I was paid when they sent work home, but it would have made more sense for them to either get another part-time employee or make me full-time at that point. I put in my time to prove my loyalty to the company but was never rewarded in a way that could make me stick around. I learned a lesson working there: hard work doesn't always pay off. The turnover for this position is high for a reason. Food days and great co-workersWas this review helpful?YesThere are 2 helpful reviews2DISTRICT SALES MANAGER (Current Employee) - Saint Charles, IL - March 31, 2019The account executives have a low compensation plan with many miles put on their car. Averaging 25,000 miles per year. They ask for your input to make the job more attractive for new hires. However they never follow-up with any suggestions.travel with only \$20 per day for mealsWas this review helpful?YesThere are 1 helpful reviews1Admin department (Former Employee) - Ballwin, MO - November 10, 2018Low tech in terms of office resources. Most workers spend their time in the office having multiple 40+ minute social conversations instead of focusing on their tasks. Poor training, lack of discipline, low pay, no possibility of advancement (unless you're in sales or someone in the office retires). Rules only followed when situationally convenient, especially in relation to scheduling expectations. Extremely unprofessional candor with the prolific use of expletives. Was let go because of managerial dishonesty. Couldn't even look me in the eyes when they told me.lack of regular work to keep busyWas this review helpful?YesThere are 3 helpful reviews3Regional Consultant (Former Employee) - St. Louis, MO - September 11, 2018When I was released from the company in early 2014, it was a company that refused to convert to using a networked database. They were very low tech. I had to create my own database to manage my clients and leads. The compensation for the work performed was not ver good. Did not live up to the provided expectations. I was able to work from home. Weak management and low tech. Was this review helpful? YesThere are 3 helpful reviews 3 Receptionist (Former Employee) - Ballwin, MO - July 30, 2018 Everyone at the company worked well together. It was a friendly atmosphere with great employees willing to help each other any time it was needed. I appreciate all I learned from this company!Was this review helpful?NoThere are 3 unhelpful reviews3ACCOUNT EXECUTIVE (Current Employee) - Cincinnati, OH - May 24, 2018I begin by making 40-50 phone calls from the church I have been assigned, then create appointments for the afternoon and the remaining days of the week. High energy and great customer relationships help reach my goals. The management style is one of confidence in the account executives, appreciation of the salesforce and enabling the executives to use their skills and best judgement to get the job done. The hardest part of the job is to allow the customer to say no, then to schedule a follow-up call in the future to continue dialogue. The most enjoyable part of the job is when you know you have gotten the right reasons. That is true alignment of purpose and mission. Was this review helpful? No There are 3 unhelpful reviews 3 Sales Representative (Former Employee) - Naperville, IL - March 5, 2018100% commission, so as hard as you work is as well as your reward. No chance for advancement in this privately held company basd out of St. Louis, MOWork was rewarding, as it was with ChurchesTravel and territories were somewhat hit or miss at timesWas this review helpful? YesThere are 1 helpful reviews1NoThere are 1 unhelpful reviews churches and meeting with new clientsnot getting the sale closed is the biggest disappointmentWas this review helpful? Production Coordinator (Former Employee) - Ballwin, MO - February 13, 2017I helped with administrative work. I made copies, assembled packets, organized workspace, etc. The environment was very welcoming, fun, and open. I really learned how to work best with a team at this job. Was this review helpful? NoThere are 1 unhelpful reviews1

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