



Canada Council
for the Arts

Conseil des Arts
du Canada

WRITING AND PUBLISHING SECTION

Literature Online (Lili): Title Information for Book Publishing Support (2011)

Book publishers applying to the Book Publishing Support: Block Grants component must submit information about each of their eligible titles through the Literature Online (**Lili**) web system. Please read these guidelines carefully before completing the form online, and keep a copy of the guidelines and the completed forms. These documents contain useful information on the conditions of the grant.

Book publishers who received a block grant in 2011 must send in books and their corresponding Title Information Forms according to the following schedule.

Deadline Dates

All books and Title Information Forms must be postmarked no later than:

30 June for eligible books published between 1 December 2010 and 15 June 2011

15 October for eligible books published between 16 June and 30 September 2011

1 December for eligible books published between 1 October and 30 November 2011

If a deadline date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Titles not submitted by the appropriate deadlines may not be included in the calculation of the Block Grant amount. Books submitted after 1 December 2011 will be considered as 2012 titles.

Further Information

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GUIDELINES

Purpose	<p>The data that you provide in Lili is used to:</p> <ul style="list-style-type: none">• collect title, author and category information about your current production so that we can determine the number of eligible books you have for calculation of your base grant (Block Grant)• report on your use of last year’s grant and confirm that the grant is being used for its intended purpose, and• assess the average net production cost for titles published with the assistance of the Canada Council for the Arts Book Publishing Support: Block Grant component.
Submission Requirements	<p>Publishers must submit a Title Information Form for each eligible title published in 2011 according to the deadline dates on page 1.</p> <p>Publishers who have not yet received a Block Grant, or who are applying for re-admission after an absence, must submit a Title Information Form for each eligible title published in 2010 and 2011.</p>
Submitting Information Using Lili	<p>Step 1 You must contact the Program Assistant at the coordinates below to set up your user id and password.</p> <p>Kim Dussault Program Assistant 1-800-263-5588(toll-free) or (613) 566-4414, ext. 4579</p> <p>Step 2 Login to www.lili.canadacouncil.ca using your user id and password.</p> <p>Step 3 Select the “add title” button to open the Title Information Form</p> <p>Step 4 Complete and submit a Title Information Form for each eligible 2011 title.</p> <p>Step 5 Print the form, sign it, make a copy for your files, and send it with a copy of the corresponding title to the Canada Council for the Arts:</p> <p style="padding-left: 40px;">Writing and Publishing Section Canada Council for the Arts 350 Albert Street P.O. Box 1047 Ottawa, ON K1P 5V8</p>

<p>Submitting Information Using Lili (continued)</p>	<p>Completing the Title Information Form</p> <p>Please enter the following information:</p> <p>Author’s citizenship – An author is either a Canadian citizen or a permanent resident of Canada, as defined by Citizenship and Immigration Canada. A translator is not considered an author in this database. In the case of an anthology or collection of articles, please prepare a list of the contributors that indicates their eligibility (Canadian citizen, permanent resident, non-Canadian), and the percentage of their contribution, i.e., the number of pages out of the total. Enclose this list with the signed Title Information Form and a copy of the book. Note: The editor of an anthology is not considered an author unless he or she has contributed an item such as a preface or introduction. That item is counted as a single item.</p> <p>Other grants received – Report on and specify the source of all grants received for the title. If the amounts of expected grants are not yet known, give an estimate. Do not include operating grants received by the company, only one-time grants for the production of a particular title.</p> <p>Royalties – Include advances with total projected royalties, or select one-time payment, if applicable. This is a total of the payments made to all contributors, including illustrators. If the royalty rate is variable, give a projected average rate. Note: If no figures are given in this section, it will be presumed that no royalties are paid.</p> <p>Production expenses – These are the hard costs directly associated with the production of a title. Do not include the goods and services tax (GST) or the provincial sales tax (PST) where these taxes are reimbursed.</p> <p>For overhead costs, promotion and marketing, you may give an estimate for each eligible title if you do not have exact accounting of expenses.</p> <p>Note that the Canada Council reserves the right to request documentation that confirms production expenses, royalty payments and other income. It may also call for an audit of the house’s finances, including royalty payments, at the expense of the publisher.</p> <p>Status of the submission</p> <p>While you are working in Lili, you may save your forms, exit the application and return to them at a later time. Once they are submitted you will be able to see the status of the information that you have provided.</p> <p>Definition of terms:</p> <ul style="list-style-type: none"> • Submitted – you have sent the information, but it has not yet been downloaded into the Canada Council’s database. • Refused – information has been refused. This will happen if the book is an ineligible reprint, or the date of publication is ineligible. For example, you cannot submit a title after the deadline. • Accepted – information has been accepted. Eligibility is still to be verified by the program officer. • Pending – you have entered the information, but have not yet submitted it. You can view your titles for the current year. <p>We appreciate the time that you spend preparing this information; it is critical for calculating the base component of your Block Grant.</p>
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<p>Submitting Information Using Lili (continued)</p>	<p>Definition of Edition Terms</p> <p>First Edition The original edition of a book in English, French or one of Canada’s Aboriginal languages.</p> <p>Reprints Reprints, including new format reprints, are eligible if they are reprints of eligible titles and were released at least 12 months after the original edition. Reprints will be supported at 50 percent of the amount for new titles. Straight reprints are limited to two titles in the period 1 December 2010 to 30 November 2011. There is no limit on the number of new format reprint titles.</p> <p>A new format reprint is defined as a title that has appeared in print previously, in Canada or abroad, published by any publisher, in the same language as the new edition. To be considered as an eligible new format reprint, a title must include at least one of the following elements:</p> <ul style="list-style-type: none"> a) significant changes in trim size or binding, or typesetting b) additions or changes to at least 20 percent of the text, and (or) c) significant graphic or illustrative changes, beyond a new cover. <p>Block Grant publishers may not receive assistance for more than one straight reprint and one new format reprint for the same title, unless the title is a classic of fiction, poetry or drama.</p> <p>A description of the format changes, the release dates and publishers' names for previous editions must be supplied for a new format reprint. If the information is not supplied, the title will be considered ineligible.</p> <p>After December 1, 2011, straight reprints will no longer be eligible and should not be submitted to the Writing and Publishing Section. They will no longer be a component of the Block Grant amount calculation.</p>
<p>Eligibility of Titles</p>	<p>You must submit only eligible titles to the Book Publishing Support program.</p> <p>Eligible Titles To be eligible, a title must:</p> <ul style="list-style-type: none"> • contain at least 50 percent Canadian-authored creative content (text or graphic) • have at least 48 printed pages between the covers (with the exception of children’s books, which must contain at least 24 printed pages) • have a print run of at least 350 copies • be published principally in English, French or one of Canada’s Aboriginal languages, and • acknowledge the support of the Canada Council for the Arts, if produced by a publisher receiving Book Publishing Support.

**Eligibility of
Titles
(continued)**

Because the Canada Council's mandate includes supporting production in the literary arts, and the study of literature and the arts, only titles in the following categories are eligible:

- fiction
- poetry
- drama
- graphic novels (minimum 48 pages)
- publications for children and young adults, except those in ineligible categories (see below), and
- literary non-fiction.

The Canada Council defines literary non-fiction as narrative text about real events, people or ideas, where the writer's voice and opinion are evident and the narrative is set within a context and a critical framework. The work should be accessible to a general reading audience and cannot be intended for a specialized or academic readership. Eligible literary non-fiction titles make a significant contribution to literature, or to information about the arts or to the enjoyment of writing by Canadians. Titles within the following subjects are eligible, if they meet all other eligibility criteria: art, architecture, biography, history, literary criticism, nature, philosophy, politics, reference, social sciences, sports and travel.

Audio productions are eligible if they have been previously released as books and if they are professionally produced, by eligible publishers, on CD or DVD.

The Canada Council reserves the right to ask for additional information to determine the eligibility of a title.

Ineligible Titles

Titles that are **not eligible** for support by the Canada Council include:

- titles with a print run of more than 25,000 copies
- titles not printed in Canada, with the following two exceptions
 - (1) International co-editions. To be eligible, the Canadian publisher must undertake substantive editing of the manuscript of the title in question. The co-publishers' names must appear on the title page and/or copyright page of the book. The Council reserves the right to request a copy of the contract between the co-publishers.
 - (2) Eligible titles for which the publisher can demonstrate that printing at a competitive price is not available in Canada. Please submit a written justification and printers' quotations.
- saddle-stitched books, except illustrated books for children or books of poetry (but no more than 50 percent of the poetry titles produced by your publishing house per year may be saddle-stitched)
- spiral bound books



<p>Eligibility of Titles (continued)</p>	<p>Ineligible Titles (continued)</p> <ul style="list-style-type: none"> • academic, scholarly or educational publications destined primarily for an educational or scholarly market • catalogues of visual art exhibitions (in other words, a publication of one or more visual artists' work related to a specific exhibition, which includes one or more of the following elements: detailed information regarding the exhibition, a list of works exhibited, an artist's statement and provenance of the works) • reference books, unless they are about the arts • books with text that is a compilation of captions, quotations, jokes or sayings • calendars, agendas, almanacs and cookbooks • guidebooks, including travel, nature and gastronomy guides • publications that describe how-to techniques, skills or games • books that include instructions for activities, including colouring books • trivia and quiz books • autobiographies that emphasize personal growth (in other words, those that focus on self-actualization, self-improvement, devotional or spiritual practice) • psychology and self-help books • professional manuals and reference books intended for a specialized audience • illustrated non-fiction publications that do not include a narrative text with a minimum length of 10,000 words, unless they make a significant contribution to visual arts or literature • publications commissioned or paid for by an individual, group, political party or company where the applicant publisher does not have complete and independent editorial control (if the copyright for an eligible title is held by an organization, a government department or the Crown, you must include contract details in the Title Information Form that you submit with each title) • co-publications with governments, government departments or agencies, except titles that are co-published with museums or art galleries • publications for which the author receives no royalties (royalties must be paid on each copy of a book sold) • books to which the author has contributed financially toward the publication costs (this includes an author's obligation to purchase a given number of copies of his or her book as a condition of publication) • books for which 50 percent or more of the print run is pre-sold outside normal trade bookselling channels and book clubs • publications written by owners or employees of your publishing house, unless these titles represent less than 25 percent of the house's program each year
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<p>Title Eligibility (Continued)</p>	<p>Ineligible Titles (continued)</p> <ul style="list-style-type: none"> • collections of previously published articles, of letters, journal entries, transcripts of broadcasts and conference papers, unless they make a significant literary contribution (as defined above for eligible literary non-fiction) • transcriptions of interviews, unless they make a significant literary contribution (as defined above for eligible literary non-fiction), and • books containing prominently displayed advertising, promotional material and (or) corporate logos. <p>If you wish to obtain a preliminary assessment of a title's eligibility, send a written request to the program officer. You must request assessments of title eligibility on or before 15 October.</p>
<p>Personal Information</p>	<p>The <i>Privacy Act</i> gives individuals the right to access and request correction of personal information about themselves. The Canada Council for the Arts will protect personal information as required by the <i>Privacy Act</i>. The information is stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and application evaluation.</p>
<p>Further Information</p>	<p>For assistance with Lili please contact the Writing and Publishing Section by calling at 1-800-263-5588 (toll-free) or (613) 566-4414.</p> <p>Kim Dussault Program Assistant, ext. 4579</p> <p>Chris Toner Administrative Coordinator, ext. 4531 chris.toner@canadacouncil.ca</p> <p>Elizabeth Eve Program Officer, ext. 5576 elizabeth.eve@canadacouncil.ca</p> <p>T*TY: 1-866-585-5559</p>