

# Author's Interview Guidelines

Please be aware that your interview will be edited to correct any incoherence in your answers, grammar and/or spelling errors, accurate data, and readiness. However, the author will be constantly involved during this process and will receive the editions with comments for review or clarification.

1. **Interview Request** - Send me an email by using the link provided in the “**Contact Me**” section of my website. And please write in the **Subject Line: Interview Request**.
2. **Referrals:** If you were referred to me by someone else, please kindly mention that persons' name in the subject line, too **Example: Subject Line: Interview Request (the person's name goes here)**.
3. **Required Information:** In order for you to be considered to be the **Featured Author of the Month at “Time with Tannia”**, please provide the following information with your interview request. **This information needs to be pasted in the body of the email. No attachments, please!!!!**
  - a. **Small bio** – to get to know you. If accepted, this information will be used as your interview introduction.
  - b. **Credentials** – your writing career information including interviews.
  - c. **Your website and it's URL** – for further research of your credentials and to read your online Media Kit.
4. **Interview Request Acceptance Notification:** You will receive an email reply from me approximately two weeks after your original interview request was received. If you have not heard from me within a month from your original request, feel free to send me a Follow Up message and write in the **Subject Line: Interview Request Follow Up**

Once you have received a Positive response from me, please provide the following information for further development of your interview.

  - a. **Picture** – it doesn't have to be professionally done, but please be tasteful.
  - b. **Book Cover** with information as to where the book can be purchased.
  - c. **Links to purchase your book**
5. **Interview Questions:** I believe authors are unique in their creativity and have a different story to tell. So with this on mind, your customized interview questions will be formulated based on your credentials. This process usually takes about two weeks.

6. **Answer Time Limit:** Once I send the interview questions to you, you will have one month to answer them and return them to me for review, editing, etc.  
**Please paste your interview answers in the body of your email.**
7. **The Final Draft:** Once the editing process is over, you will receive the final draft of the interview for you to review it once again “with fresh eyes.” This way you will be able to check if we both missed a mistake, or if you need to update some information.
8. **Publication and Archives:** Interviews are published for one month at the **Featured Author** section of my website. Once the month is over, it will be archived for three months and then deleted from the site.
9. **Author’s Copy of Interview:** The author will receive a PDF file copy of the interview to be used for marketing purposes. However, the author is not allowed to change the content of the interview.
10. **Book Review** – if you would like me to review your book, I will gladly do so, but that doesn’t warrant that I will give you a good review. My reviews are honest! If I like your book, you will know and vice versa. However, I do not do e-books. I require a hard copy of the book to be mailed to me by either your publisher or yourself. Contact me for the mailing address.  
  
Your book review will be published at the **Coffee Table** section of the site.
11. **Book Description:** You can provide me with a description of your book. But please be sure you own the right to republish them if you are using the information from the book cover, etc. I will publish this at the **Coffee Table** underneath the copy of the book cover.
12. **Website Links:** a link to your personal website will be available with your interview. Also the book cover will be linked to the place where our readers could purchase your book. However, it will be one link only.
13. **Readers Comments:** the comments should come directly to my email box. I will review them for proper content and forward them to you. The comments also will be published underneath your interview.
14. **Guest Book:** If you enjoy the interview process and found the experience positive, don’t forget to sign the Guest Book and recommend my site to other Christian writers in need of some exposure.
15. **Comments:** feel free to contact me directly with comments for improvement.

**Thank you for stopping by.**