

Guide To Getting It On Unzipped

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? How to Write a Book in a Week (A Writer's Guide to Meeting a Deadline) is the answer to all of these questions and more. Just say "No, thank you!" to bad manners! This informative primer teaches you how to get it right the first time, and does so with incisive humor and flair. Avoid faux pas in all areas of your life, from everyday conversation (hint: it's not about you) to how to behave at ceremonies and special occasions, to correspondence, "yell" phone use, and cubicle hopping.

Not everything is about you (but this book is). Still figuring it all out? Cool, so are we. Feel It Out is a guide to celebrating where you are now, even if heartbreaks, career setbacks, growing pains, and preconceptions about where you should be by now are getting in your way. Think of this as a coming-of-age book for adults, a self-love pep talk that will teach you how to get to the core of who you are and find out what you truly want, to cultivate a hot and heavy relationship with YOU, first and foremost. This approachable and empowering book offers everything you need to cut through the noise, feel your feelings, treat yourself well, and get yourself right, so you can get out there and live your best and most exciting life.

Above The Game: A Guide to Getting Awesome with Women is the most concise and powerful handbook for men looking to get better with women. Made famous by the Kickstarter campaign that caused over 60,000 people to petition to have it removed and never published, this book is influential and a true game-changer. Hoinsky introduces the concept of "sexual communication" as a replacement for consent as it is commonly understood. Hoinsky took his criticism to heart and has written a true gem that should be mandatory reading for all men and women looking to better understand gender relations. Be above the game.

In his foreword, His Holiness, The Dalai Lama says: "This practical manual will inspire everyone who is as concerned with helping others as with their own personal improvement." We're All Doing Time is an interfaith text - "a guide to getting free" - acclaimed by prison staff and prisoners alike as one of the most helpful books ever written for true self-improvement and rehabilitation. Few books have crossed religious, ethnic, cultural and economic lines with such a clear and simple, immediately useful expression of ageless spiritual truths. It is written for incarcerated people, prison guards and all people living within their own personal prisons. All proceeds support the Prison-Ashram Project, which sends these books free to prisoners for 40 years now.

The author shares anecdotes, advice, and cringe-inducing jokes based on her own experiences of being an insecure misfit, and counsels readers on fitness, grooming, and pursuing healthy goals.

Straight shooting techniques for success with the ladies. Here, in this terrific, pocket-sized guide are all the tools needed to successfully approach and talk to a woman, get her phone number, and get a date. With tips on what to do and what not to do, this book covers everything from reading body language and using a wingman to learning what girls are looking for in terms of looks, money, and career. * Straightforward advice and practical tips for guys from the women they're trying to meet * Includes topics such as reading signals, moving in for the pick-up, starting a conversation, and keeping it going * There are 100 million single adults in the U.S. * According to a recent It's Just Lunch survey, 76% of men believe that a relationship is more important than their career

"A comprehensive and fun-to-read guidebook for people of all sexual identities and experience levels, Getting It covers all the bases of hook-up culture from first moves and sex etiquette to navigating nonmonogamy and sexual health"--

A guide for women with confidence and attitude provides tips on climbing the corporate ladder, dressing for success in careers and relationships, meeting men, and finding

happiness.

A complete author's toolkit: The guide that demystifies every step of the publishing process. No matter what type of book you want to write—fiction, nonfiction, humor, sci-fi, romance, cookbook, children's book—here is how to take an idea you're passionate about, develop it into a manuscript or proposal, get it published, and deliver it into the hands and hearts of readers. Includes interviews with dozens of publishing insiders—agents, editors, bestselling authors, and booksellers. Real-life success stories and the lessons they impart. Plus sample proposals and query letters, a resource guide, and more. Updated to cover ebooks, self-publishing, digital marketing, the power of social media, and more. This complete author's toolkit includes information on:- locating, luring, and landing an agent - perfecting your pitch - the nuts and bolts of a book proposal - conquering the query letter - finding the right publisher for YOU - four steps to reaching readers online - making Amazon work for you - kickstarting your Kickstarter campaign - the ins and outs of ebooks - 10 things you should have on your author website - turning rejection into a book deal - new frontiers in self-publishing Covers many aspects of adult human sexuality, with a brief historical and educational overview of the body and detailed descriptions of various techniques, acts, and fantasies.

A stimulating exploration of wandering, being lost, and the uses of the unknown from the author of Orwell's *Roses Written* as a series of autobiographical essays, *A Field Guide to Getting Lost* draws on emblematic moments and relationships in Rebecca Solnit's life to explore issues of uncertainty, trust, loss, memory, desire, and place. Solnit is interested in the stories we use to navigate our way through the world, and the places we traverse, from wilderness to cities, in finding ourselves, or losing ourselves. While deeply personal, her own stories link up to larger stories, from captivity narratives of early Americans to the use of the color blue in Renaissance painting, not to mention encounters with tortoises, monks, punk rockers, mountains, deserts, and the movie *Vertigo*. The result is a distinctive, stimulating voyage of discovery.

Guide to Getting it on A Book about the Wonders of Sex

Just graduated? Feeling a little lost? *Life After College* is like a portable life coach, giving you straightforward guidance on maneuvering the real world--along with tips, inspiration, and exercises for getting you where you want to go. Congrats, you've graduated! You have your whole life ahead of you. Do you feel overwhelmed? Unsure? Deluged with information, but no real plan? Jenny Blake's *Life After College* gives you practical, actionable advice, helping you to navigate every area of your life--from work, money, dating, health, family, and personal growth--to help you see the big picture. It will get you focusing on your goals, dreams, and highest aspirations so that you can create the life you really want. Now in a repackaged edition!

Rachel Friedman has always been the consummate good girl who does well in school and plays it safe, so the college grad surprises no one more than herself when, on a whim (and in an effort to escape impending life decisions), she buys a ticket to Ireland, a place she has never visited. There she forms an unlikely bond with a free-spirited Australian girl, a born adventurer who spurs Rachel on to a yearlong odyssey that takes her to three continents, fills her life with newfound friends, and gives birth to a previously unrealized passion for adventure. As her journey takes her to Australia and South America, Rachel discovers and embraces her love of travel and unlocks more

truths about herself than she ever realized she was seeking. Along the way, the erstwhile good girl finally learns to do something she's never done before: simply live for the moment.

Globalisation, technology and an increasingly competitive business environment have encouraged huge changes in what is known as supply chain management, the art of sourcing components and delivering finished goods to the customer as cost effectively and efficiently as possible. Dell transformed the way people bought and were able to customise computers. Wal-Mart and Tesco have used their huge buying power and logistical skills to ensure the supply and stock management of their stores is finely honed. Manufacturers now make sure that components are where they are needed on the production line just in time for when they are needed and no longer. Such finessing of the way the supply chain works boosts the corporate bottom line and can make the difference between being a market leader or an also ran. This guide explores all the different aspects of supply chain management and gives hundreds of real life examples of what firms have achieved in the field.

"Emily Dubberley is a refreshing and thorough coach, taking students by the hand and various other parts of their anatomy in this most crucial area of human interaction. The Field Guide to F*CKING is a valuable new take on the subject, giving life lessons in life-making (if you're not careful about it). So many treatises of this kind are dreary and dull but this has a wit and sparkle to keep the reader, ahem - eager student, happily at his of her education. It reminds one of the Survivor's Guide series, actually brimming with facts and unusual 'I never knew that's', but a rollicking fun read too, to keep you riveted."—Robert Page, Member AASECT, SSSS, WAS and BASE, and Creator and Producer of the award winning Lovers' Guide, the world's number one brand for sex and relationships "In these liberated times, we students of the wonderful subject of Sex might think we know it all. But if we want to gain true mastery of our subject we will want to not only hone our practical skills, but also need be totally au fait with the underpinning of theory - to know about the latest research, explore new understandings, and benefit from the plethora of studies that have been done on the topic in recent years. It can seem a daunting task - but sexpert Emily Dubberley has made that task easy and enjoyable. In her new book The Field Guide to F*CKING, she uses the 'study guide' model to pack in the facts, expose the fictions and tell us absolutely everything we need to know about our special topic. Every page contains not only full coverage of the basics, but a whole heap of little-known facts, new insights and inspirational suggestions. And all this done in such a humorous way that one is left smiling while all the time learning. Thought you'd seen it all with sex manuals? Well, now you have!"—Susan Quilliam, coauthor of The Joy of Sex, published by Octopus Field guides to birds, bees, and trees abound. However, until now, there has been no handy reference to the wildest creature of all (the horny human) in his natural habitat (the bedroom). The Field Guide to F*CKING is a hilarious encyclopedia that shows how to identify physical characteristics and bizarre seduction rituals of the creatures that are likely to be encountered during sexual forays. Hey, even members of the same species can have anatomical differences, right? What does one do when encountering a mushroom-headed penis or a hooded clit? Each entry cross-references which techniques for fucking go best with each genital size, shape, and quirk. For example, if you run across a large, thick penis, avoid positions where the female's legs are over her

head—unless she doesn't mind having her cervix bumped. The Field Guide to F*CKING teaches you how to map out your partner's primary erogenous zones and decode sexual signals based on body language, kissing, and touch techniques. Sex has attracted many adventurers in search of its oft-elusive pleasures. The Field Guide to F*CKING is your indispensable guide to navigating the rocky terrain of mating and seduction with ease.

Definitive in every way, Ugly Christmas Sweater Party Book includes the history of the event, how to throw the perfect party, what to wear, and how to judge the all-important ugly Christmas sweater contest. But most important, Ugly Christmas Sweater Party Book is packed with more than 100 hilarious, full-color photos of outrageously ugly Christmas sweaters, including Scarf Face, Wreath Witherspoon, and Ryan Treecrest. It's a must-have for the millions who plan to throw or attend an ugly Christmas sweater party, and a sidesplitting look at the funniest, craziest, most unbelievable holiday sweaters you can imagine—authorized by Team Ugly, the recognized experts on ugly Christmas sweater parties. Praise for Ugly Christmas Sweater Party Book: "Part party primer, part not-so-tongue-in-cheek appraisal of holiday sweater fashion, this title delivers on both aspects." —Library Journal

A fully revised and updated edition of the category leader. Includes two new chapters and 5 new illustrations.

If you had to make a life-and-death decision right here, right now, could you? Surgeons do that every day, relying on a decision-making process steeped in a network of facts, education, experience, intuition, and gut instincts. But how do they know which quality to tap into and when? Turns out that the same principles that surgeons use to diagnose, decide, do, and ultimately discharge can help anyone make important decisions efficiently and productively. In *Trust Your Gut: The Surgeon's Guide to Getting It Done*, Dr. Tom Nicholson, Chief of General Surgery and a colorectal specialist at a Pennsylvania teaching hospital, prescribes twenty solutions that anyone can use to make good decisions in work and in life. *Trust Your Gut* is a concise motivational business book designed to be read in less than an hour—on the train, waiting for a plane, or anywhere and anytime the reader needs a boost of decision-making confidence. The author, also a business owner, dissects each step of how surgeons make decisions, and translates them for outside the OR, in work and in life. The bestselling unauthorized guide that will ensure that you get the most out of the Kindle - or give you all the information you need before you decide to buy.

AARP Digital Editions offer you practical tips, proven solutions, and expert guidance. In *Still Procrastinating?*, Joseph Ferrari will help you find out why you put things off and learn how to conquer procrastination for good. Do you ever say to yourself "What if I make a bad decision?," "What if I fail?," or "I'm better under pressure"? There are all sorts of reasons people procrastinate. What are yours? This book draws on scientific research on procrastination conducted over more than twenty years by the author and his colleagues, to help you learn what stops you from getting things done so that you can find the solutions that will really work. Contrary to conventional wisdom, chronic procrastination is not about poor time management, but about self-sabotaging tendencies that can prevent you from reaching your full potential. This book gives you the knowledge and tools you need to understand and overcome these tendencies so you can start achieving your goals--not next week, next month, or next year, but today!

Download Free Guide To Getting It On Unzipped

Exposes the hidden causes of procrastination, including fear of failure, fear of success, and thrill-seeking Identifies types of procrastinators and helps determine which type describes you Shares surprising information on how factors such as technology and the time of day affect procrastination Examines specific issues related to putting things off in school and at work Shares more than twenty years of research on the causes and consequences of chronic procrastination Written by a psychologist who is an international expert on the subject of procrastination Are you still procrastinating? This take-charge guide will help you stop making excuses and start transforming your life--right now.

Life is full of challenges. There are times when you will feel like you've done everything to the best of your ability, but in the end, it still didn't work. Have you ever wondered why? Was it because life is unfair, or was it because you were actually "expecting the worst"? Have you considered expecting the best instead? You may think, "Of course, I considered great things to happen!," but science says otherwise. People who are preparing for something are found to be thinking more of the bad things that could happen than the positive outcomes. More often than not, thinking about unfortunate events actually make it happen. Hoping that you will not be late for a meeting will cause you to be late. Thinking of saying a complex sentence inappropriately actually makes you tongue-tied. Do you know why? It is because your thoughts have the power to change things and events. In this book, you will learn how to master positive thinking by learning about the power of thought and the Law of Attraction. With these core principles, this book will teach you ways on how to think positively by hacking your body, your speech, and your actions. You will know about scientific studies that proved the benefits of positive thinking. You will also be introduced to the successful life teachers who used positivity to become successful. Finally, you will be provided with step-by-step guides on how you can do it yourself. You are on your way to becoming a positive person who will enjoy living a good life by spreading the positive vibrations to the world! After downloading this book you will learn... Chapter 1: The Power of Thought Chapter 2: Mind over Body: The Power of Expectation Chapter 3: Mind over Matter: The Power of Intention Chapter 4: Mind over Society: The Power of Mental Communication Chapter 5: The Law of Attraction Chapter 6: Become a Positive Thinker: Start with Your Body Chapter 7: Become a Positive Speaker Chapter 8: Become a Positive Doer And Much, much more!

As more and more people survive into old age, the burden of caring for them becomes greater and greater. Although it is now possible to alleviate many of the afflictions that beset mankind, no society can afford to pay for all the healthcare that is now available or technically possible. People working in healthcare increasingly have to do more with less. Rationing takes many forms, mostly covert, and the less privileged in most societies end up struggling to get their proper share of the available healthcare resources. All too often, those in the front-line have to deal with the consequences of this 'rationing by default': healthcare professionals find themselves rushed off their feet simply doing the basic tasks and completing all the paperwork; placing frail, sick people in ever lengthening queues, sometimes asking them to wait for hours in the middle of the night under uncomfortable and even unsafe conditions; and, worst of all, working under conditions they would rather avoid in which the safety margin for those they are caring for has been greatly diminished. We are all aware that under these conditions

the chance of making a mistake which can seriously harm or even lead to the death of a patient is greatly increased. But what can be done about this? How can you be sure that you are doing the right thing when faced with having to practise an uncertain science on vulnerable patients in a complex system under ever-changing conditions? At what point could you cross the invisible line from reasonable to irresponsible or unethical behaviour by tolerating conditions or tacitly accepting practices which may be regarded as unacceptable, even though you may have little immediate control over them? This book is a guide to getting it right for healthcare professionals. It is about doing the right thing, in the right way, at the right time, for the right people. These are the dimensions of quality in healthcare, and although some are in conflict (equitable access and efficiency, for example), adherence to ethical practice and professional behaviour will help lead healthcare practitioners through the minefield of responsibilities and priorities. Real-life situations are integral to the book, with over 500 clinical examples referred to within the text.

New guide empowers men to embrace firing, find clarity, and pursue their life's work. "A Man's Guide to Getting Fired" by Andrew Kilbride helps readers uncover their true path in life after being fired. "It took time, but I changed my life," Kilbride says. "I stopped climbing the corporate ladder and made my own way. Now I can look back on my former miserable life with clarity and objectivity. I want to share with you what I have learned from my experiences-what I did right and what I did wrong. With chapters like "Write a MAN-ifesto, and Burn Your Suits, the book offers advice on celebrating your newfound freedom, discovering one's inner man and much more. The book will help men regain their dignity and find more than just another paycheck. About the Author Andrew Kilbride is a writer and founder of Foster Bridge Partners, LLC, a management and consulting firm. A graduate of the University of Wisconsin-Madison, Kilbride followed a successful college and professional basketball career with a series of great jobs that ended in firings. A 2009 termination turned his life and outlook on work upside down. His mistakes and eventual revelations inspired him to write "A Man's Guide to Getting Fired." Kilbride resides in Ann Arbor, with his wife Liz, their three children and their pug.

Tap into the simple, easy to understand guidance at your fingertips and find scripturally based support to help you make the most important decisions in your life.

A nationally syndicated horoscope columnist presents a modern how-to manual to making everyday decisions, from wardrobe and career choices to relationship and fitness elections, in beneficial accord with one's astrological personality. Original. Discusses the history, social aspects, and styles of tattoos, outlines the process of getting a tattoo, and explains how to care for one afterwards.

If you want to go up the ladder of success, if you want to get what you want, if you want to fulfill that "burning desire" that keeps your mind busy all the time and you do not do something about it, if you want to do "that thing" that you wanted to do some day but you never got a chance to do so, you must take your hands out of your pockets, roll up your sleeves, and take action now. You cannot sit still and expect the elevator of success to come down and take you to the peak. It has not happened to anyone. It will not happen to you either, guaranteed! Over the past several years I have helped many people like you to take their hands out of their pockets and climb their ladder of success. I have spent quality time with them, listened to them, felt their pain, assisted

them in taking the right path, and made sure they came out of the process successful and fulfilled. I want to help you too. If you are committed to YOUR success and want to get what you truly want, this book is an excellent start. Are you ready for the journey? "The queer teen historical you didn't know was missing from your life." — Teen Vogue, on *The Gentleman's Guide to Vice and Virtue* In this funny and frothy novella that picks up where the New York Times bestselling *The Gentleman's Guide to Vice and Virtue* leaves off, freshly minted couple Monty and Percy fumble through their first time together. Monty's epic grand tour may be over, but now that he and Percy are finally a couple, he realizes there is something more nerve-wracking than being chased across Europe: getting together with the person you love. Will the romantic allure of Santorini make his first time with Percy magical, or will all the anticipation and build-up completely spoil the mood?

Gives suggestions for dealing with inappropriate workplace behavior, poor customer service, and tough negotiators

From the creator of the Dear Businesslady column comes a fresh, proactive book with advice for women entering the workforce as well as those looking to move up the ladder. Everyone deals with some nonsense early in their career—whether it's accepting a less-than-ideal position just to get a foot in the door, or having a manager who sleeps with his smartphone under his pillow and expects his staff to do the same. But how do young professionals know if the choices they're making are moving them closer to their ultimate career goals? How do they know the answer when they ask themselves, "Is This Working?" Courtney Guerra, a.k.a. The Businesslady, knows how to set you on the path where you belong. In a fun-to-read Q&A format, this book focuses on situations young people are likely to encounter in the workplace, along with a set of strategies you can use to get through them. In her signature tone that has gained her hundreds of thousands of readers, Guerra discusses topics relevant to young professionals, like how to make the jump from "just a job" to a career in line with what you went to school for, and how to stay productive when working from home at an apartment filled with distractions. No matter what the scenario, The Businesslady has the answer to get you on the path to long-term career success.

A marriage therapist and pastoral counselor explains that most of the feelings of receiving inadequate love come from unresolved childhood conflicts and describes how adults can learn to flourish as loving and loved people, in a new edition of the best-selling handbook. Reprint. 50,000 first printing.

Just because she's going down doesn't mean he's having all the fun. "Sexpert" author Yvonne K. Fulbright gets real with women in this bold book on giving and getting oral sex. This guide tackles the dirty taboos and awkward assumptions that keep fellatio from being seductive and satisfying. You will enjoy giving oral sex as much as men enjoy getting it when you learn: Breathing techniques to last longer Positions he'll love, like "The Starfish" and "Deep-Throating" How to give (and receive) multiple orgasms from oral sex How to talk about what they feel is right and wrong Armed with sexy self-confidence and an arsenal of tongue-twisting tips, you will discover exactly how delightful the plunder down-under can be.

New title in the Smart Girl's Guides line of advice books. Includes quizzes, and

quotes and advice from real girls. Loaded with tips and advice for getting control of your space, your belongings, your schedule, and your responsibilities at home and at school. Major help with de-cluttering, starting small with a girl's backpack and locker, and then moving on to "5 zones" of her room: study, entertainment, clothing, get-ready, and sleep. Focus on emotional well-being—less frustration, less stress, more calm and confident, better relationships, better performance, increased happiness with life when not late or losing or forgetting things. Includes "One Small Step" sidebars throughout, to help a girl get started with each area of organization and not feel overwhelmed.

Everything you need to know to look after yourself to bring about and maintain perfect health, prosperity, wealth, happiness, quality of life and longevity. It reveals that we are, without realising, not doing enough or the right things to protect our health and prosperity which is equally extremely damaging to nature, wildlife, oceans, sea-life, fresh springs, waterways and air, and us. The Book by Linde utilises new and ancient knowledge from around the world, over the millennia identifying what changes we need to make to enhance every aspect of our lives with simple solutions for almost every situation. It is your most powerful contribution to protecting, nurturing and saving our planet. In summary, 'THE BOOK' Consists of Six Chapters which incorporates a summary within each one: Lifestyle; Food & Nutrition; Medical Care; Mind; Water; and Now Live the final chapter which you can cast your eye over first as it is a synopsis of the complete works. It is highly recommend to read from cover to cover but, it is packed with valuable information to just use as a Reference Manual on a day to day basis. Teaches you how to look after your body and mind to ultimately prevent illness, but also to help regain and maintain perfect health; Provides countless number of practical, realistic & simple tips to easily adopt into your day to day lifestyle improving quality of life, saving time & money and gaining longevity; Fuses together specialised areas in health & mind, lifestyle & environment under one cover; Identifies our day to day toxic exposures that we are unaware of and provides successful resolutions; Gives you complete fundamental knowledge and awareness, to use your courage to take responsibility for your life enhancing your health, prosperity and happiness; Provides you with ancient knowledge and practices to new, from science including quantum physics, to philosophy, psychology, and important detail on nutrition, exercise, energies and medicine; Is very current, answering all the conflicting hype about diets, the next super food or the bad effects of conventional drugs or sugar that are in the media weekly, even daily; For more information please visit www.thebookbook.co.uk

Your guide to making it as a real-life grownup! Like a lot of people, author Mary Traina spent her early twenties making a mess out of her life--until she realized it was time to toss the red Solo cups and finally grow up. In The Twentysomething Guide to Getting It Together, she teaches you how to bust out of your rut with practical advice for kicking your bad habits, taking action toward your goals, and

moving on to the next stage of your life as an adult. From answering tough relationship questions to advancing your career, she'll tackle all your biggest issues as well as give you a step-by-step plan for getting through your twenties in one piece. Through Traina's signature humor, research, and real-world tips, this groundbreaking guide shows you how to: Date a real man. Escape entry-level hell. Stop binge-drinking and overeating. Emerge from a mountain of debt. Cut those toxic friends of convenience. With the same hip pop-culture references and endless wit that landed her a regular column on Zooey Deschanel's website, Mary Traina makes getting life together fun, easy, and--gasp--the cool thing to do!

From the author of Gillis Huckabee comes Sean Conway's powerful first collection of short stories. In storySouth Magazine's Million Writer's Award-nominated "Scratch," a divorced man tries to control a raging breakout of poison ivy while his personal life erupts violently out of control. In "Ashes, Ashes" an unemployed laborer is unable to look forward, so consumed by his role in devastating events of the past. And in "January Thaw" a single mother struggles to let go of the life she once envisioned for the uncharted path of her present when her recently-widowed father moves in with her and her young son. Despite its title, *The Slowpoke's Guide to Getting It Right* is not, in fact, a guide. It is not a how-to book. If anything, these stories combine to form a how-not-to guide. Sean Conway's characters distract themselves from facing truths; they blame others for their own tragic decisions; they find themselves suddenly unprepared, face-to-face with life situations that they should have seen coming a mile away, but, like many of us, missed. Like many of us-perhaps even all of us-they're slowpokes. If you. . . Spend too much time saying yes when you want to say no Do things you don't want to do just to please your friends Feel like a total pushover . . .then you need this book! If you feel like a doormat, you don't have to take it anymore! *The Smart Girl's Guide to Getting Even* gives you the 411 on how to stop being a pushover and start being fabulous: The Are You a Pushover? Quiz: A smart assessment to get you started The Three Levels of Revenge: The Subtle Approach, the Not-So-Subtle Approach, and the You're Going to Hell Approach Gifts That Keep On Giving: Great "gift" ideas for the pesky people in your life Smart Girl Tricks of the Trade: Tips for getting even by getting over The Smart Girl Commandments: Advice every woman knows for keeping her sanity at work, in love, and everywhere else From awful office experiences to backstabbing BFF's to first dates from hell, this hip little handbook will show you how to come out on top and have a damn good time doing it. Because anyone can get even, but it takes a smart girl to get it right! Alison Grambs is a graduate of Haverford College and has written several children's joke books as well as comedy material for the Friars Club in New York. Her acting credits include Annie, Chicago City Limits and a bunch of commercials no one ever saw. She lives in Manhattan with her husband, a member of the N.Y.P.D., and annoys her parents on a regular basis.

Since 2001 William Germano's *Getting It Published* has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. But a lot has changed in the past seven years. With the publishing world both more competitive and more confusing - especially given the increased availability of electronic resources - this second edition of Germano's best-selling guide has arrived at just the right moment. As he writes in a new chapter, the "via electronica" now touches every aspect of writing and publishing. And although scholars now research, write, and gain tenure in a digital world, they must continue to ensure that their work meets the requirements of their institutions and the needs of their readers. Germano, a veteran editor with experience in both the university press and commercial worlds, knows this audience. This second edition will teach readers how to think about, describe, and pitch their manuscripts before they submit them. They'll discover the finer points of publishing etiquette, including how to approach a busy editor and how to work with other publishing professionals on matters of design, marketing, and publicity. In a new afterword, they'll also find helpful advice on what they can - and must - do to promote their work. A true insider's guide to academic publishing, the second edition of *Getting It Published* will help authors understand what to expect from the publishing process, from manuscript to finished book and beyond.

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