

Manuscript Forwarding

Instructions

Writers submitting manuscripts are requested to follow these simple but essential rules to optimise the flow of material received by the Publisher every day.

In the body of the email, you must state **very clearly**

1. which **type** of book the attached manuscript refers to (educational text, science catalogue, photographic or illustrated book, essay...),
2. its **theme** category (art, design, architecture, photography)
3. **all other details** required by the person reading it to contextualise the sector of interest
4. a declaration that everything sent is **original, previously unpublished material and to which you hold the rights**

You **must** attach **3 files** to the email:

1. A **synopsis** max. 2 pages (entitled "**SYNOPSIS**");
2. The **manuscript** of the entire work (entitled "**MANUSCRIPT**").
3. Your details for any required contact, preferably in a CV format (entitled "**CV**")

It must all be emailed in a digital format to proposteeditoriali@mondadori.it with the subject matter "**PROPOSED MANUSCRIPT [author's name and surname]**".

Do not send projects, outline or proposals but only complete works.

The material received will not be returned.

Any email failing to comply with all these indications or sent to an addressee other than proposteeditoriali@mondadori.it will be discarded.

The publisher reserves the right to examine the received manuscripts **in its own time and manner**.

No reply will be sent for negative outcomes. If no reply is received within three months, the proposal is automatically to be considered rejected.

Please do **not send** follow-up emails.

Statement under Art. 13 of Regulation EU 2016/679

This statement is provided under Art. 13 of Regulation EU 2016/679 by the controller of Electa S.p.A., registered office Via Bianca di Savoia 12, 20122 Milan, with operational and administrative offices in Via Mondadori 1, 20090, Segrate (MI), registered on the Companies' Register of Milan, tax code no. 01829090123 and VAT no. 09671010156; under and pursuant to Article 2359 C.C. it is managed and coordinated by Arnoldo Mondadori Editore S.p.A., registered office in Via Bianca di Savoia 12, Milan (MI). Your personal data will be processed by the controller for the purposes of assessing your manuscript and will be legally based on the pre-contractual relationship created between you and the controller. Your personal data may be conserved for up to ten years after contract termination, unless a longer period is legally required. The data provision is compulsory for the above purposes. Arnoldo Mondadori Editore S.p.A.'s DPO may be contacted at dpo@mondadori.it. Further details on the use of your personal data, the controller's communication channels and all your rights can be found in the "Privacy" section of www.mondadori.it.