



Connecticut Authors and Publishers Association (CAPA)

CAPA Mini-U: A One Day Intensive University Workshop

**Self-Publishing: Theory and Practice—a Mini CAPA-U - Price: \$25.
Per person**

Saturday October 14, 2017– 8:30am – 5:00pm

Location: Noelke Gallery, 15 Water Street, Torrington, CT 06790

(Parking in back of building on Prospect Street)

Workshop Is Limited To A Maximum of 10-20 People – First Come, First Serve –

Sign Up Now To Reserve Your Spot!

CAPA University Workshop Presenters: Dick Margulis & Carolyn Haley

**Saturday, October 14, 2017, Noelke Gallery, 15 Water Street, Torrington, CT 06790,
CT 06615**

MORNING SESSION: THEORY

8:30–10:15: Thinking about the story (Carolyn Haley)

Whether your book is fiction or nonfiction, you have to engage the reader with your story. An interactive session about the creative elements: Setting the scene. Developing characters. Plot arc. Conflict and resolution.

10:15–10:30 Break

10:30–12:15: Being the publisher (Dick Margulis)

Take off your author hat and put on your publisher hat. What's your goal? What's your role? What do you need to know? What's involved in producing a high-quality book? The process. The team members. The skills. The components.

12:15–1:00 Lunch

AFTERNOON SESSION: PRACTICE

1:00–2:45

SESSION A (Carolyn Haley) From draft to edited manuscript; from idea to product; from art to craft; from writing for yourself to writing for readers. Self-editing, peer editing, beta readers, working with a professional editor.

SESSION B (Dick Margulis) Working with Microsoft Word. Learn to use the features of the software that are important in manuscript preparation.

2:45–3:00 Break

3:00–4:45

SESSION A (Carolyn Haley) Peer editing demonstration. Bring a sample of your work in progress, and Carolyn will lead a workshop as you read and critique each other's work.

SESSION B (Dick Margulis) Working with Adobe Creative Suite. Dick will demonstrate the use of Photoshop and InDesign in book production.

4:45–5:00 Final Q&A (workshop ends promptly at 5:00pm)

The Presenters

CAROLYN HALEY

Carolyn Haley (www.documania.us) lives and breathes books. Although specializing in fiction, she edits across the publishing spectrum and is the award-winning author of two novels and a nonfiction volume. Her third novel is in the works.

A member of the Editorial Freelancers Association, Carolyn has been editing professionally since 1977, and as her own company, DocuMania, since 2005. In addition, she reviews front-list titles for the *New York Journal of Books* and indie-author titles for *Chanticleer Reviews*, is a guest blogger for the professional editors site, *An American Editor*, and is a popular presenter on editing fiction at conferences and publishing events.

DICK MARGULIS

Dick Margulis (www.dmargulis.com) has been helping authors publish their own high-quality books since 2004 and has been a CAPA member almost as long. He is chief cook and bottle washer at Dick Margulis Creative Services, where his focus is on thoughtful editing, appropriate design, expert production and comprehensive project management for publishers of all sizes. He began correcting his elders as a small child and has been editing one thing or another for over half a century. As his handwriting is execrable, he learned to set type at an early age and has been studying and practicing typography ever since, with a focus on book design since the 1960s.

Dick is well known and well respected in the online world, where he participates in numerous editing and publishing groups. His training in traditional graphic arts gives him the background to help younger colleagues with their day-to-day conundrums as they seek to master their craft. Dick has spoken at numerous national editors' conferences and other events. He is a member of the American Copy Editors Society (recently renamed ACES: The Society for Editing) and Editors' Association of Canada.

YOU DO NOT NEED TO BE A CAPA MEMBER TO ATTEND

Send your payment check of \$25. Made out to CAPA along with this form to:

**CAPA Mini-U
Debbie & Mike Kilday
54 Tosun Road
Wolcott, CT 06716**

* Write 10-14-2017 CAPA Mini-U on the memo line of your check

As soon as your information and payment is received,
you will receive a paid receipt via e-mail.

PLEASE PRINT IN ALL CAPITAL LETTERS & PRINT NUMBERS CLEARLY

The numeral zero should be represented with a slash through it (Ø), so as not to confuse it with the letter O.

Name: _____

Street Address (No P.O. Box): _____

City, State _____ Zip _____

E-mail: _____

Phone: _____

Visa, Master Card, Discover, American Express = \$25. + \$5 Credit Card Handling Fee = \$30.

Credit Card #: _____

3 or 4 digit security code _____ Expiration Date (Month & Year): _____

Name as shown on card: _____

Signature: _____

If you have any questions e-mail:

Debbie T. Kilday, Mike L. Kilday – CAPA Special Event Directors

E-mail: aboutcapa94@gmail.com (PREFERRED) OR CALL 203-982-6838, LEAVE A MESSAGE WITH YOUR NAME, PHONE NUMBER & STATE IT IS ABOUT CAPA MINI-U & Someone will call you back.

*No refunds once payment is received, *No refunds for no-shows or cancellations