

Amy's Bookshelf Reviews

Review Policy

Last Update: 12/2019

When entering information in spreadsheet or forms, check for typos and spelling errors before sending.

Requests must be made from the official blog requests page at <http://writeramyshannon.wixsite.com/bookshelfreviews/requests>

Amy's Bookshelf Reviews will only accept the following request types:

QUICK RESPONSE (FUTURE Release Dates):

- **MUST be a FUTURE DATE!! (Year ending 2020 or beyond)**
- **Use [Quick Response Request Form on the Requests Page](#)**

Request for "Quick Response" MUST be at least 60 Days (from request date) in advance of the release date!

EXPRESS RELEASE REVIEWS

- At least 14 days prior to release:
 - Donation of \$40
- At least 7 days prior to release:
 - Donation of \$50

Instructions:

To get the Express Release Review, please follow these steps or it is possible the request would be denied.

1. Email (do NOT fill out any forms below) writeramyshannon@gmail.com
 2. In subject line "Express Release Review"
 3. In the body of the email, type in this information, and do not add attach anything to the email. Pen name of Author, Book Title, Book Genre, Release date, and where the book will/is listed to be bought.
- The author will get an email back, so read it carefully, as it will contain instructions as to what the next step for the author will be.
 - Intended for releases that fall under the 60-day request period allowed for the regular "Quick Response Calendar"

For any author (NEW-to-this-site or Repeat Authors).

EARLY RELEASE REVIEWS

- Use the [Quick Response form](#) on the Requests Page, but select "Early Release" on the Request Type.

Early Reviews are for promotions only. I will **not** post a review on a book seller's website until the date of the release.

If you are looking for a review that you can quote and use for promotional reasons, such as inside a book, on the amazon "review" section, front/back cover, and need it earlier, let me know after you receive your initial email. I schedule my reviews to be posted on release date.

Early Release reviews will be sent to the author no sooner than 40 days prior to release date. If there is a publication deadline for an early release review, I'll accept the request from the publisher and meet the deadline but only if requested by the publisher or agent.

REPEAT AUTHORS (VIP) REQUEST

- Use EMAIL only
- Any author who I have reviewed for in the past is eligible to email me directly at <mailto:writeramyshannon@gmail.com> and put "Repeat author" in the subject line
- Repeat authors do NOT have to fill out another form or make a request first, just send the files and information I need.
- Previously published works, send me the cover, buy link, genre, and book title. The title will be added to my "Standard" Shelf of the VIP Bookshelf.
- Upcoming releases, give me at least 40 days if you want the review posted on release day, if not, send it whenever you want, and the title will be added to the "Standard" Shelf on my VIP Bookshelf.
- Donations can be made of at least \$20 (via donation on my [Home](#) or [Welcome](#) page via PayPal) for a prime position on the "Priority" Shelf of the VIP Bookshelf.
- Donations no matter the amount DO NOT BUY or PAY FOR REVIEW. The reviews are honest and unbiased, and based on what I read. The donations pay for a position on the list.

CONTACT ME

If you just need to make contact, have a special request, or have some questions about anything on my blog, use the [Contact Me](#) form on my FAQ Page.

NEW REQUESTS (Primary Bookshelf)

- New Requests (Primary Bookshelf) is for both Indie and traditional published authors.
- Representatives can fill out form, if the representative is "new" to this site
- All requests will be followed up with an instructional email.
- The New Requests (Primary Bookshelf) currently has FOUR bookshelves, each one holds approximately 25 titles.

- **Please ONLY one request per Author.**
- Authors that have more than one book can send the others AFTER the first requested title has been reviewed and posted.
- Unless another option is selected, all new requests that are accepted will go to the end of the PRIMARY BOOKSHELF.

Fill out the “New Requests” Form below.

For Authors that are new to this site, and do not qualify for other request types.

OTHER BOOK REVIEW REQUEST OPTIONS

- For a \$10.00 donation, PLUS the amount of the cost of the purchase of a book, the author can "buy" a position on the "Top Shelf" of the PRIMARY LIST.
- For a \$20.00 donation, PLUS the amount of the cost the purchase of their book, the author can "buy" a position at the end of the "Standard" VIP Bookshelf.
- For a \$25.00 donation, PLUS the amount of the cost the purchase of their book, the author can "buy" a position at the end of the "Priority" VIP Bookshelf.
- The purchases must be done through PayPal and can be done either by the "donation" buttons on either the [Home](#) or [Welcome](#) page, or through your own PayPal account, the PayPal account is writeramyshannon@gmail.com.

Donations no matter the amount DO NOT BUY or PAY FOR REVIEW. The reviews are honest and unbiased, and based on what I read. The donations pay for a position on the list. DO NOT SEND ANY MONEY WHEN SELECTING THIS OPTION AND MAKING YOUR REQUEST, UNTIL INSTRUCTED TO DO SO. I NEED TO FORMALLY ACCEPT YOUR REQUEST.

CURRENT EXCEPTIONS:

- Guests of the PODCAST “The After Show with McKensie Stewart and Amy Shannon will automatically get a review of their work, if they haven’t had their book reviewed by Amy’s Bookshelf Reviews, priority to its airing.
- Blog Tours. Blog Tours where my OFFICIAL author Blog participates, offers to review the book being promoted, and its review on both blogs. (Blog Tour requests can be emailed to me directly).

Also, please make sure you read all of the requirements of a book review request before filling out a form.

[Please read before submitting request on the Official Requests Page, and the appropriate form.](#)

STEPS FOR A REQUEST:

1. Please fill out the appropriate form, answering all the questions accurately. (check for typos before sending)

2. There will be a response to the request within 72 hours. You will receive an initial email, and an excel spreadsheet attachment. The spreadsheet must be filled out and returned with the other requested files.

PLEASE NOTE: When filling out the form, do not tell me what others have rated your book, I don't base my reviews on what others think of your book. Also, do not write a paragraph about your book. Give me only ONE sentence of what your book is about.

Failure to conform to the form or the review policy will result in DENIAL OF REQUEST , so please read the form questions and the review policy carefully. This goes for any email received by me. I use a preset email format that I created but the text of those emails may change at any time, so read each email you get from me carefully. You never know when something was added or changed.

REVIEW POLICY

INITIAL AUTHOR REQUESTS

- Must use the CORRECT form to request a review.
- If I receive a request without initial OFFICIAL FORM contact, I will respond by telling you to make a formal request using the appropriate form.
- ALL first time requests MUST be made via the request form (No matter where you heard of my reviews. Fill out the form and answer all required questions.)
- If you are new to this site, review the policies before filling out one of the forms.
- Unsolicited direct emails to me will be given instructions to fill out an official form.

REPEAT AUTHORS OR REPEAT AUTHOR REPRESENTATIVE

- If I have reviewed other books for you or you're an author's representative who has made contact with me before, then you can email me directly at writeramyshannon@gmail.com
- I do NOT take unsolicited (direct email) review requests from authors, unless I have reviewed their work before or reviewed work from an author under a specific representative.

MY REVIEWS:

- This is a United States-Based Review Blog.
- I review ALL genres. Please read the [FAQ](#) page for more information.
- I accept requests from any author (indie or traditionally published) or author representative (publisher, agent, assistant etc) (please clarify).
- I can only review books written in ENGLISH (or for audio books, narrated in English).
- I post my reviews on THIS blog, Amazon.com, Goodreads, Barnes and Noble, Smashwords, Kobo, audible.com (for audiobooks) and BookBub.

- Authors can request other sites have a posted review (depends on the site's rules about reviews).
- Due to Amazon International Site policies on reviews, I am unable to post my reviews on International Sites. However, I do know that any review posted on the Amazon.com site, will show up on the International site as a secondary review.
- I also share the review (either from Amazon or my blog) to my [Facebook page](#).
- I also share the review from this blog on Twitter (#ABSR, [@amyshan_author](#)).

Do's and Don'ts.

DO:

send Book FRONT Cover images

- IMAGE FORMATS: jpg, .png or .bmp
- Front cover of book ONLY
- If you send the image file, name it as the title of the book (Ex. *Title.bmp*) without the leading article (a, an, the)
- If you don't send it, I'll download a cover from one of the book site listings.

Send Books

Book formats: DO NOT SEND MORE THAN ONE OF THE SAME TITLE DIGITALLY (ONLY SEND ONE FORMAT OF DIGITAL COPY). WILL ACCEPT DIGITAL ALONG WITH EITHER A PRINT COPY OR DONATION/GIFT TO PURCHASE A COPY.

- **Print** (hardcover/paperback) (NOT typed manuscripts (mailed or shipped to me) (address provided upon request) [I'd be honored if the copy of the print book was signed, but it isn't necessary.]
- **Digital Formats:** (digital formats must be named with last name of author, and title of book) ALL FORMATS MUST BE "READY TO PUBLISH" CONTENT (do not send unedited or first few drafts of your manuscript). If sending a digital version, send only ONE format. (Updated, I am NO LONGER ACCEPTING MS WORD DOCUMENTS. If you send a word, I won't accept it or open it, it must be converted to another format such as PDF).
 - PDF (Acrobat Reader)
 - Mobi (Kindle)
 - Epub (Nook)
- **Gifts/Gift Cards/Coupon codes**
 - Smashwords: coupon code for free title
 - (US) Amazon gift card
 - (US) Amazon gifted book (though, not considered as a verified purchase by amazon).
- **Donation purchase**
 - Send me a "donation" for at least the amount of your book for me to purchase it on the site of your choice. (Either for digital or print copy).

- Let me know if you are using this option. Not all donations are used for a specific book purchase, but for any book purchase to make them verified.
- **Audio Books** (must send as gift or with audible.com code)

Excel Spreadsheet

- I send an MS Excel spreadsheet with my initial email, send it back with all the required files.
- Do NOT change anything in the spreadsheet, just follow the instructions given.
- If you have an issue with the spreadsheet, I also have a text version I can copy and paste into the body of the email. (I can accept MAC "Numbers" files, as i use a converter).

Don't:

- Don't send me anything until I ask for it. **YOU WILL GET AN EMAIL RESPONSE.** make sure you check your SPAM folder from an email from writeramyshannon@gmail.com and add it to your safe-senders list.
- Don't send anything I don't ask for, such as advertisements, fliers, author bios, author pics, etc...
- Don't send incorrect format of image files such as PDF of complete covers
- Don't lie or misrepresent yourself
- Don't lie about a release date (I verify all information)
- Don't send "proof" copy of print book
- Don't send PDF files for book covers

OTHER MEDIA (Songs/Raps ONLY)

Music/songs/raps can be sent via video file (or link on social media site such as YouTube) or digital attachment but only MP3 or MP4 formats

- Songs with lyrics should have a document that contains the lyrics to the song.
- Other details and information to come within the initial contact email

Amy's Bookshelves Title position:

All books to be reviewed are listed on my [AMY'S BOOKSHELF](#) page. Authors can use this page to keep track of the position of their title.

NOTE FOR FORMS: PLEASE READ EACH QUESTION CAREFULLY BEFORE ANSWERING. ANY FORM NOT FILLED OUT APPROPRIATELY AND ACCURATELY WILL BE DENIED

Just have a question or comment? Email me directly at writeramyshannon@gmail.com

Quick Response

Only use the "Quick Response" Request form if you have an UPCOMING RELEASE DATE and want a review posted on that date. Do NOT use this form for an express release, follow the instructions above.

- Release date MUST be AT LEAST 60 days in advance of the release date. (YEAR ENDING IN AT LEAST 2020 or greater).
- When filling out the form, do not use all caps. Use proper sentence case.
- If you have multiple books, you do not need to send separate forms for each book. Once your title that was the initial request has been read, reviewed, and the review posted, you are considered a repeat author, and can send other books of yours.
- If the author lies about the release date, and it is in the past and not the future date as stated, the review will be denied. I now VALIDATE release dates as some have lied. Any author who lies or misrepresents themselves will be banned
- Please DO NOT fill out the form in ALL CAPS.
- Do not add URLS or website links of any kind in any of the fields.
- Don't send me anything until I ask for it. YOU WILL GET AN EMAIL RESPONSE. make sure you check your SPAM folder from an email from writeramyshannon@gmail.com and add it to your safe-senders list.
- Once the initial email is sent, please send the required files within 5 days of that initial email.

Any form that does not follow the requirements, will be returned to the author.

New Request Form

This form is for all authors who have NEVER received a review from Amy's Bookshelf Reviews. Once the request has been approved, the title will be added to the end of the PRIMARY BOOKSHELF (currently there are 4 bookshelves, that hold up to 25 book titles).

Cutting the line: For a \$10.00 donation, and a donation to cover the cost of the purchase of a book, the author can "buy" a position on the "Top Shelf" of the PRIMARY LIST. For a \$20.00 donation, and donation to cover the cost the purchase of their book, the author can "buy" a position at the end of the VIP Bookshelf.

The donations must be done through PayPal and can be done either by the "donation" buttons on either the Home or Welcome page, or through your own PayPal account, the PayPal account is writeramyshannon@gmail.com.

There is no specific turn-around time for reviews, as I do schedule them so the posting will abide by Amazon.com rules. A note, though, that any book that I purchase (from my donation account) makes the book a verified purchase. Reviews can be posted with or without being a verified purchase.

This list only refers to books, not to the Indie Music or "Other-book related Items" that are also reviewed by Amy's Bookshelf Reviews.

DO NOT ADD URLS OR WEBSITE LINKS WITHIN THE FORM

Double check your email address, as that is the only way I can contact you. I've gotten undeliverable emails because of typos in the email address field.

Use proper CASE in each field. Do NOT use ALL CAPITAL LETTERS when filling out the form.

Don't send me anything until I ask for it. **YOU WILL GET AN EMAIL RESPONSE.** make sure you check your SPAM folder from an email from writeramyshannon@gmail.com and add it to your safe-senders list.