VERIDIAN STUDIOS

THE ANTHOLOGY DESK

From open call to finished book, on one screen. A walkthrough.

Decisions once, consistency throughout your series.

The screens in this walkthrough use made-up anthologies and authors. Desk screens are the real Desk; author-side screens are samples built from the real pages, shown with a placeholder anthology, Lantern Tales.

ONE

THE WHOLE RUN, START TO FINISH

An anthology is a long chain of small steps. The Anthology Desk carries each one, and always says whose move it is.

1 AUTHOR

Reads your call and submits

Story, answers and the author agreement, on your own site

2 AUTHOR

Confirms by email

Then gets a signed, timestamped receipt

3 YOU

Read and decide

Accept or decline from the Desk; the email goes out on your Send

4 AUTHOR

Sends final files

Final story, photo, bio and links on their private page

5 YOU

Edit

In Word, straight from the Desk

6 AUTHOR

Approves the final text

And gets a signed approval receipt

7 YOU

Check, then combine

Order and profiles first, then one manuscript in your layout

8 YOU

Request the book files

After the cover and title pages are checked

9 VERIDIAN

Builds the book

EPUB, print PDF and digital PDF, ready for KDP

10 YOU

Send the preview copy

Each author downloads the digital PDF before release

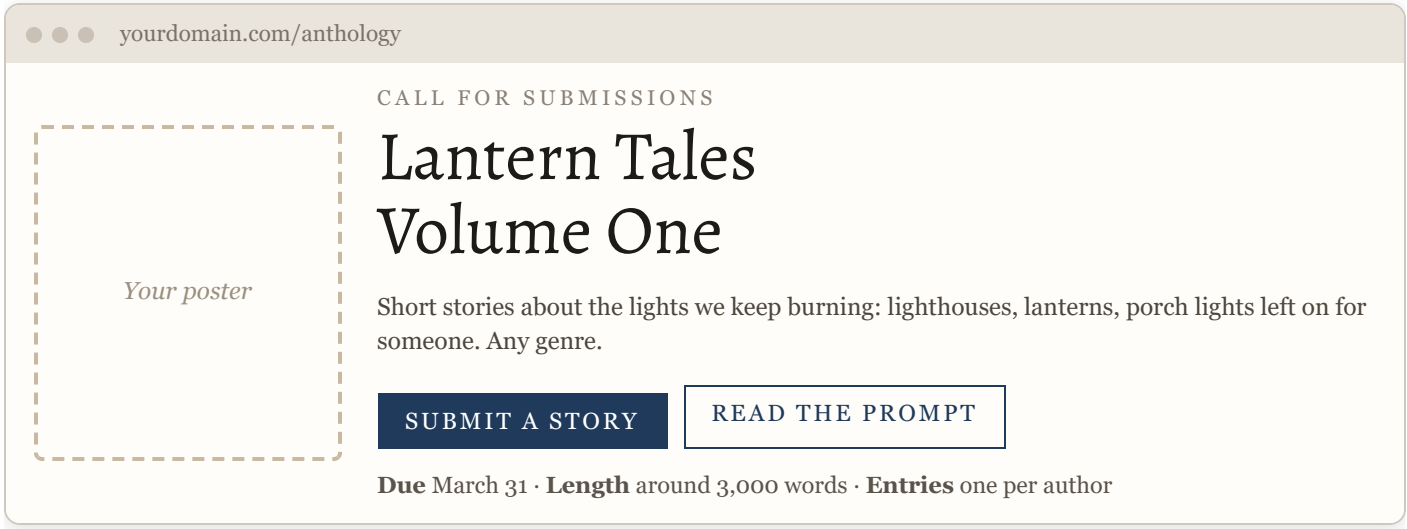
> Reminders, replies, withdrawals, cleanup and backups run on their own. Page Nine lists them.

TWO

THE AUTHOR'S SIDE

Your call page

A page on your own website: your poster, your prompt, your rules. It opens and closes itself on your dates.



> Your branding stays yours: the page carries your poster, colours and wording, and authors never leave your site.

SUBMITTING AND SIGNING

Authors fill in one form, upload their story and read the full author agreement right above where they sign. The story is checked as it arrives: the wrong kind of file, an old Word format, or a file carrying the author's real name in its hidden data is flagged for you before you open it.

yourdomain.com/anthology#submit

Name for the book (your byline)

Jordan Ash

Email

jordan@example.com

Story title

The Lighthouse Keeper's Daughter

Your story (.docx)

the-lighthouse-keepers-daughter.docx · 3,104 words

The author agreement

This agreement is between you and the editor of Lantern Tales…
1. You confirm the story is your own original work…
2. You keep the copyright…
(the full agreement scrolls here)

Type your legal name to sign

Jordan Ash

☑ I agree to sign electronically

I AGREE AND SIGN

THREE

CONFIRMED, WITH A RECEIPT

Every submission is confirmed by email first. That stops mistyped addresses and stops anyone submitting in someone else's name. Unconfirmed submissions are deleted after 7 days.

From Lantern Tales Anthology <anthology@yourdomain.com>
Subject Confirm your submission: The Lighthouse Keeper's Daughter [LT1-7C2E91]

Hi Jordan Ash,

Thank you for sending **The Lighthouse Keeper's Daughter** to Lantern Tales, Volume One. To finish, please open this link and press **Confirm** within 7 days:

https://yourdomain.com/api/anthology-confirm?id=...

If you don't confirm within 7 days, your submission and its details are deleted. Below is a full copy of the agreement you signed. Your signed receipt follows once you confirm.

From Lantern Tales Anthology <anthology@yourdomain.com>
Subject Your submission is confirmed: The Lighthouse Keeper's Daughter [LT1-7C2E91]

Jordan Ash - The Lighthouse Keeper's Daughter - Receipt.pdf Author Confidentiality Agreement.pdf

Hi Jordan Ash,

Your submission of **The Lighthouse Keeper's Daughter** to Lantern Tales, Volume One is confirmed. Attached are your signed receipt and the confidentiality agreement that protects your work and details.

You'll hear from me after the deadline.

THE SIGNED RECEIPT

The receipt lists everything the author sent and agreed to, signed with a key that can't be copied out, with an independent timestamp. A fingerprint ties it to the exact agreement text they signed.

Submission Receipt: Lantern Tales, Volume One

Submission

Reference	LT1-7C2E91
Submission ID	7c2e91d0-4ab3-4f6a-9c21-7d4e5f6a8b90
Submitted (UTC)	2027-03-02T18:41:07Z
Confirmed (UTC)	2027-03-02T18:44:52Z

Author

Name for the book	Jordan Ash
Legal name (signature)	Jordan Ash
Email	jordan@example.com

Story and answers

Title	The Lighthouse Keeper's Daughter
Theme	Light
Words (counted)	3,104
AI statement	None
Confirmed	Own original work; not published anywhere; an adult able to agree; agrees to sign electronically and to the terms below

File

Type	Word (.docx)
SHA-256 as uploaded	9f1c2a7d3b8e4f6a0c5d7e9b1a3c5e7f9f1c2a7d3b8e4f6a0c5d7e9b1a3c5e7f
SHA-256 as stored	9f1c2a7d3b8e4f6a0c5d7e9b1a3c5e7f9f1c2a7d3b8e4f6a0c5d7e9b1a3c5e7f

Your agreement

Agreement SHA-256 d41c220b8e5f7a93c6b2e1d0f4a8c7b3e9d2f1a6c5b4e3d2a1f0e9d8c7b9d070

Signed March 2, 2027 at 12:41 PM Central time by Jordan Ash.

Author Agreement

By typing your legal name and pressing "I agree and sign," you agreed to the following. This is your copy for your records.

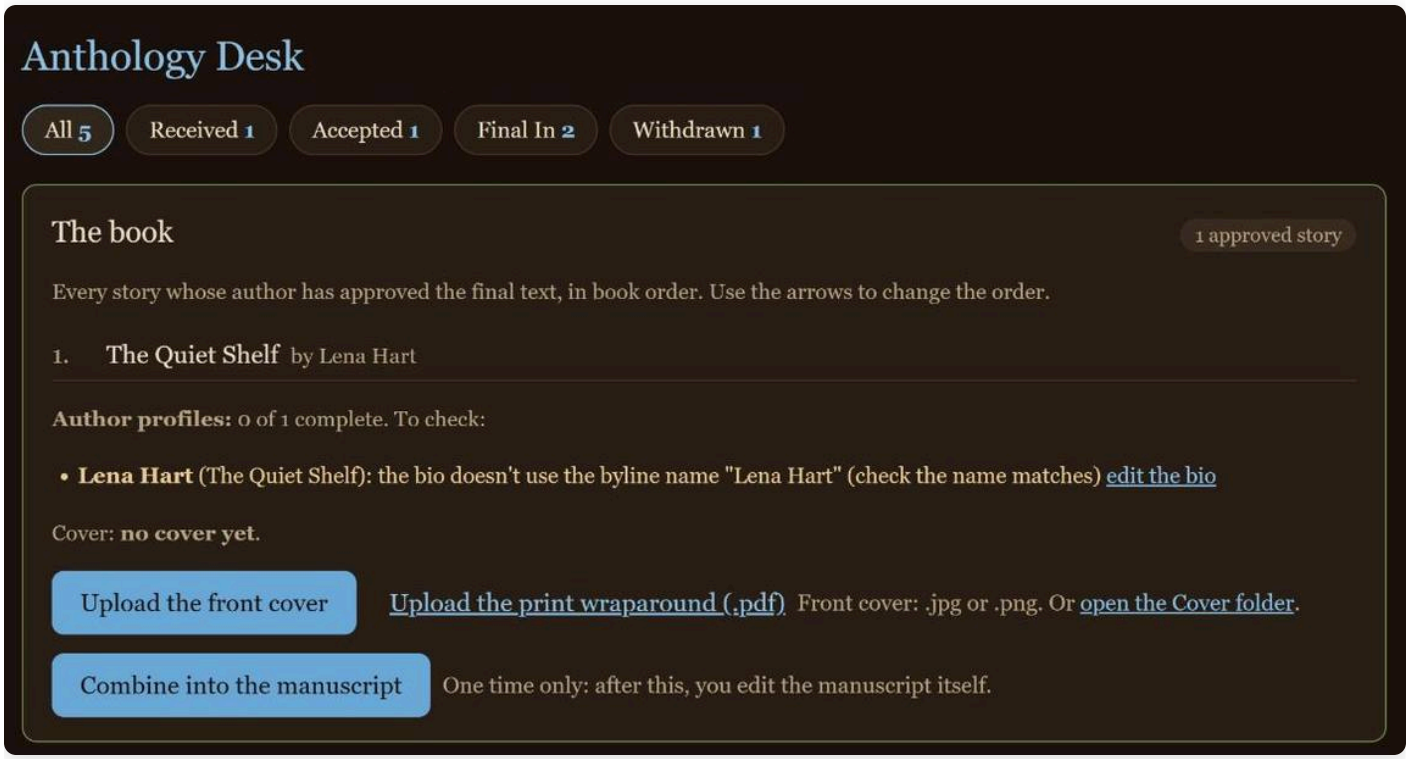
1. You confirm the story is your own original work and has not been published anywhere.

2. You keep the copyright. You give the editor permission to publish the story in this anthology.

FOUR

YOUR DESK

One screen for the whole run. Every story is a card; the filters show where everything stands; the book takes shape at the top.



From Lantern Tales Anthology
Subject New story: The Lighthouse Keeper's Daughter by Jordan Ash [LT1-7C2E91]

The Lighthouse Keeper's Daughter by Jordan Ash, 3104 words.

Theme: Light. AI: None.

Open your desk

A new story also arrives in your anthology mailbox, so you know the moment it's in.

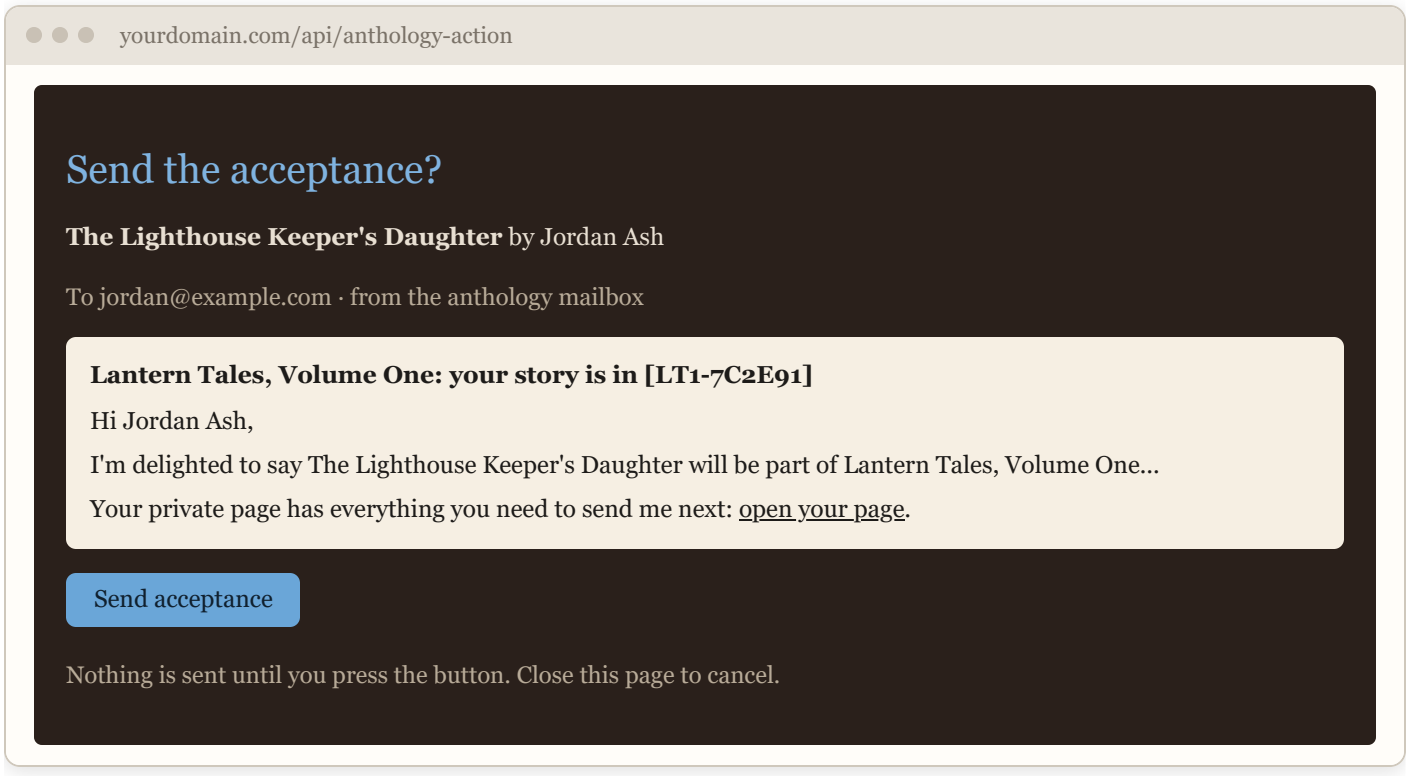
FIVE

DECIDING

Each card says what happens next, and whose move it is. **Read it** opens the story; **Accept** or **Decline** records your decision.



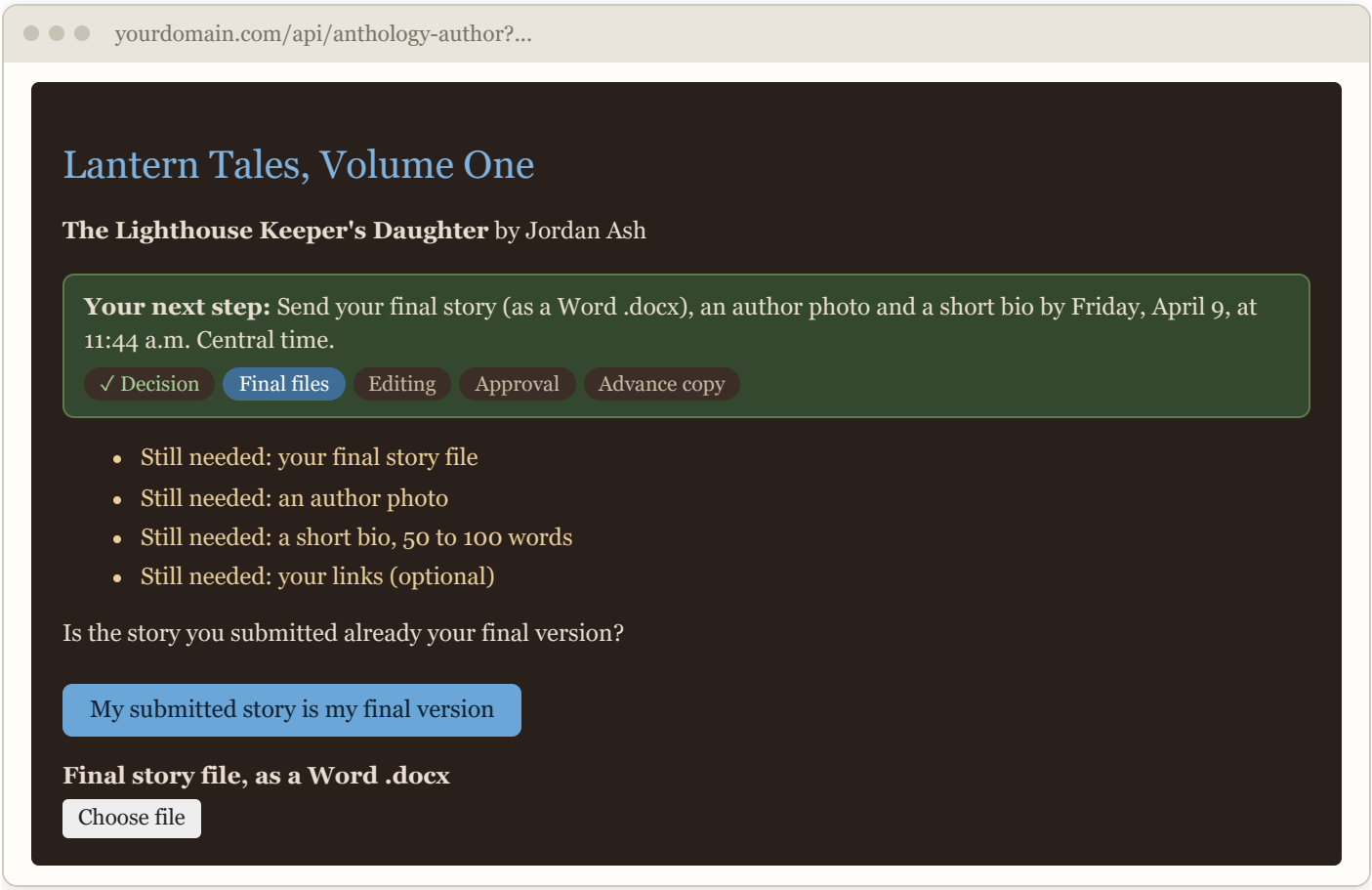
The email to the author is a separate, deliberate step: a blue button opens a preview of the exact message, in the wording you approved before the call opened. Nothing goes out until you press Send.



SIX

FINAL FILES AND EDITING

Accepted authors get a private page: no account, only their own story, closed on publication day. It always says what they need to do next.



- **72 hours** for final files after acceptance, with one reminder near the end. An author whose submission is already final can say so with one button.
- **You don't have to wait:** start editing from the submission any time.
- **Edit in Word** straight from the card, then press **Done editing** to send it for approval.

From Lantern Tales Anthology <anthology@yourdomain.com>
Subject Please approve your final text: The Lighthouse Keeper's Daughter [LT1-7C2E91]

Hi Jordan Ash,

Your edited story is ready. Please read it on your private page and press **Approve** by April 30. If anything needs changing, reply to this email.

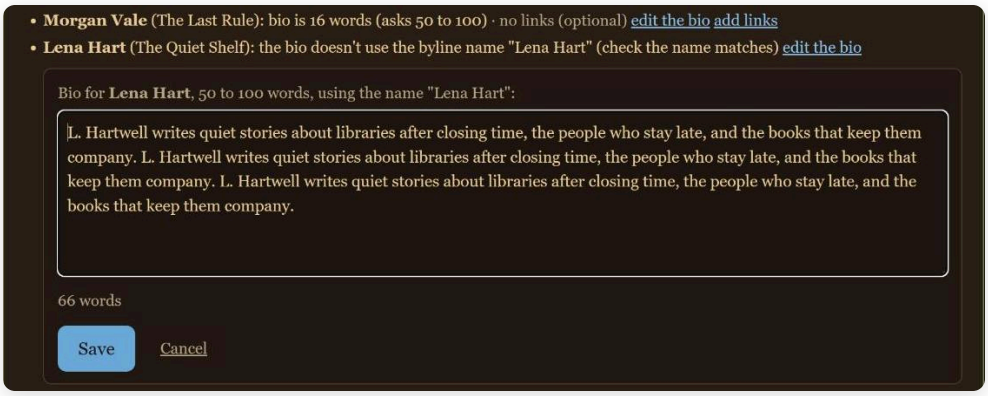
https://yourdomain.com/api/anthology-author?...

SEVEN

THE BOOK

1. Profiles, order and cover

The Desk checks every approved author's bio: is there one, is it 50 to 100 words, and does it use the same name as the byline? Anything to fix is listed, with a link that opens an editor right there.

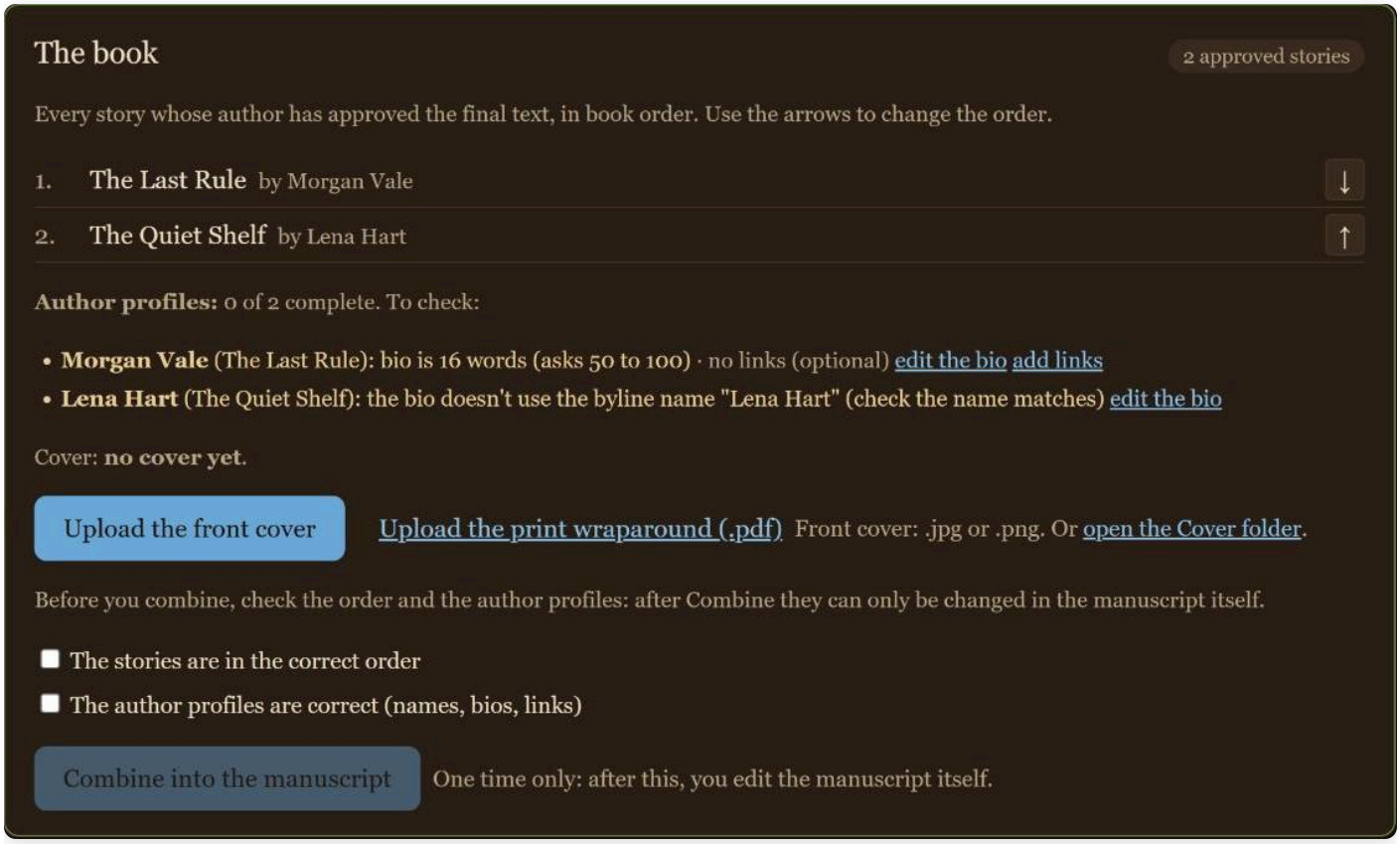


Upload the front cover and the print wraparound from the Desk. Each file is checked against Amazon KDP's rules as it arrives: one KDP would refuse is turned away with the reason; one that's usable but not ideal is saved with a note.

SEVEN, CONTINUED

CHECK, THEN COMBINE

The order and the author profiles are copied into the manuscript, so you confirm them first, while they can still be changed on the Desk. Combine stays greyed out until both are ticked.

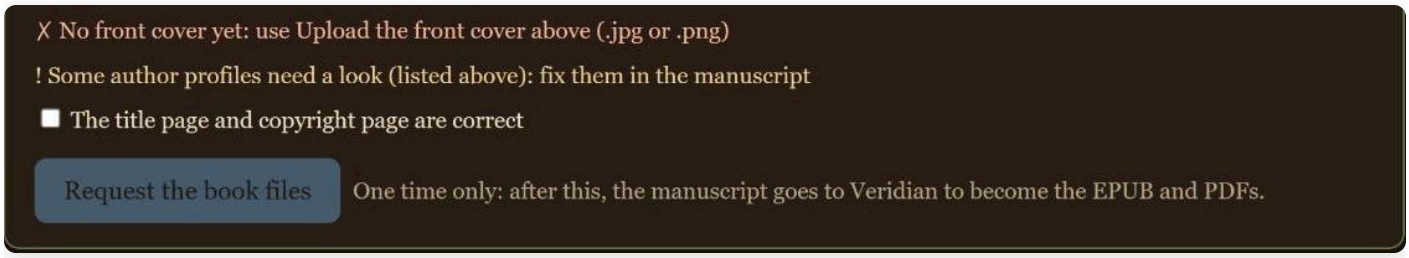


FROM MANUSCRIPT TO BOOK FILES

Combine builds one Word manuscript in your book's layout: title page, copyright page, contents, the stories in your order, and the author biographies. No words are changed, and the formatting your authors used is kept. It can be done only once, so your edits are never overwritten.

3. The last checks

Edit the manuscript in Word, then work down the checklist. A red cross must be fixed first; a gold note is worth a look but won't stop you; the last box is yours to tick.



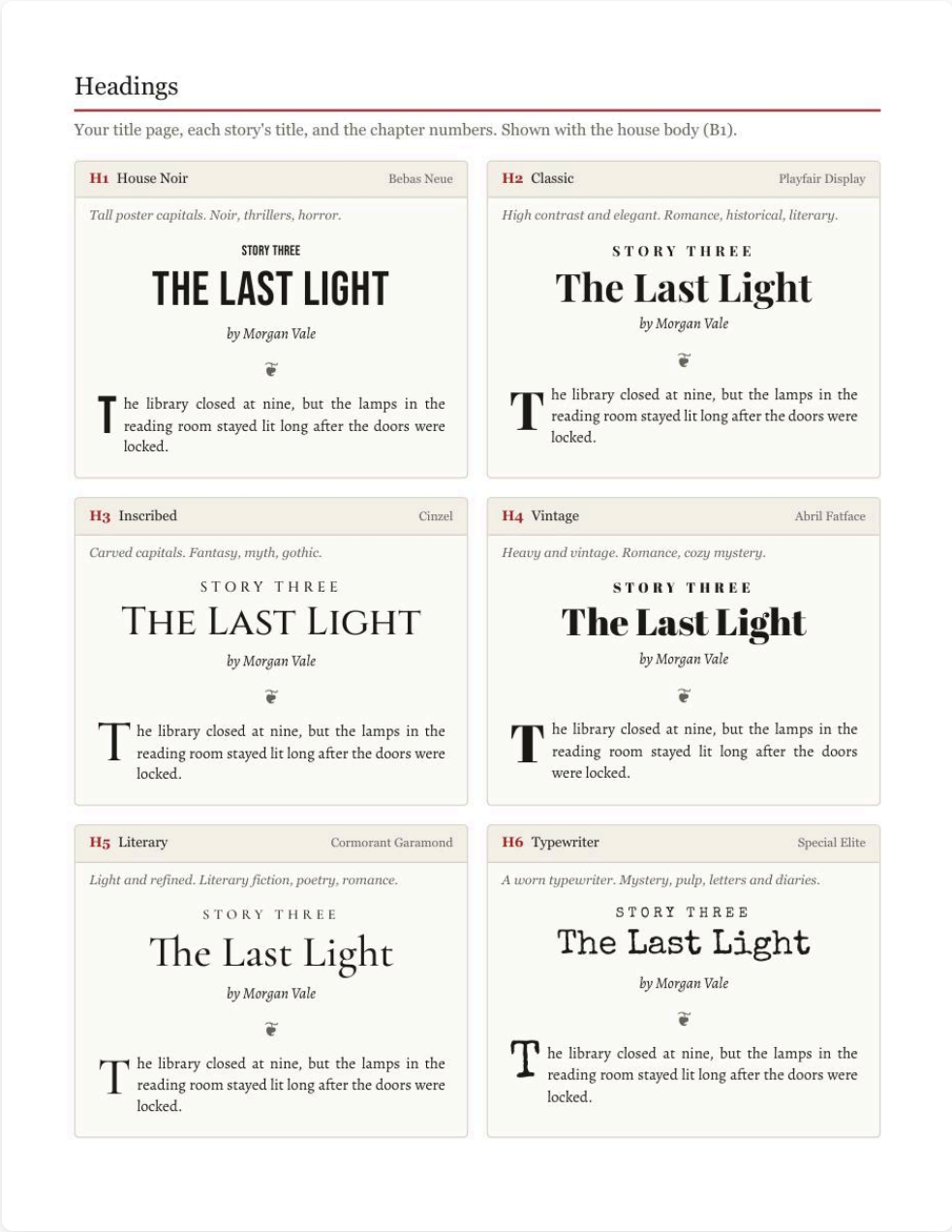
4. Request the book files (once)

A fixed copy of your manuscript is saved and Veridian builds the EPUB, the print PDF and the digital PDF. The finished files land in your volume's Delivery folder and the Desk lists them. Then **Send advance copy** on each story: every author can download the digital PDF to preview before release.

EIGHT

YOUR BOOK'S LOOK

On your first book you choose your design from one short sheet: six heading styles, seven body styles and a few small details. Every font is open-licensed for print and ebooks and covers German and Spanish.



Your choices are saved with your anthology. Every volume after the first is built the same way, so your series matches on the shelf.

NINE

WHAT RUNS ON ITS OWN

- **Unconfirmed submissions** are deleted after 7 days.
- **Reminders** go to an accepted author still missing something near the end of their 72 hours, and to anyone who hasn't approved 2 days before the approval deadline. Each goes once, and never while a reply from that author is waiting for you.
- **Replies** to anthology emails are flagged on the author's card, with a link to read them.
- **Withdrawals** by email are handled automatically before approval, but only when the email provably comes from the author's own address. Anything else is flagged for you.
- **Cleanup** removes declined and withdrawn stories once the author has been told. Receipts are never deleted.
- **Private links** close on publication day.
- **Backups** run nightly into encrypted archives under your own key. Receipts and sent emails are kept for 7 years.
- **Alerts** reach Veridian if anything fails, so problems are fixed before you notice them.

> The workflow has been through a full security review. Every finding was fixed and tested before launch.

TEN

WHAT YOU GET

Part	What it is
Call page and form	On your website, opening and closing on your dates
The Anthology Desk	Your one screen for the whole run, behind a Microsoft sign-in
Author pages	A private page for every accepted author
Anthology mailbox	All author email goes out from it, in templates you approve
Agreements	Author agreement and author confidentiality agreement, ready to approve
Your book design	Chosen once from the design sheet, reused every volume
The book files	EPUB, print PDF and digital PDF, built for KDP
Walkthrough	A guide like this one for your anthology, and a live walkthrough call

Pricing

$300 setup · **$100** per book

Your first book includes designing your book's look. Every volume after that reuses it. The Anthology Desk is an add-on for websites hosted by Veridian Studios.

Veridian Studios · info@veridianstudios.com