



Quick Start Guide

Professional Readers

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3	My Profile
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9	My Reviews

Help

For more information on any of the topics above, please contact us at support@netgalley.com.

Your Home Page

1. After you sign in, your home page ("My Home") displays.
2. Note the bullet points at the top of the page. These tips and tricks will change periodically to alert you of new features.

Net GALLEY

WELCOME BACK, LINDSEY
SIGN OUT

My Home

Welcome Back

- ♦ **Make sure your Public Bio is updated**, so publishers know more about you. Click on [My Profile](#) and then [Public Bio](#) to edit.
- ♦ **Ready to read?** Click on the title below, or go to [Manage My Reviews](#). Click on the title to view reading options.
- ♦ **Done reading a galley?** Share your review with the publisher or decline to review at [Manage My Reviews](#). Click the pencil icon.

My Notifications

New Invitations to View Titles (7): [view all](#)

Received	View All Titles by:	Title	Author	Status
12/18/2009	Ecw Press	DEATH, DRUGS, AND MUSCLE	Gregg Valentino, Nathan Jendrick	Not Yet Viewed
12/10/2009	Houghton Mifflin Harcourt	This World We Live In	Susan Beth Pfeffer	Not Yet Viewed
12/03/2009	Hay House, Inc.	How Your Mind Can Heal Your Body	David R. Hamilton	Not Yet Viewed
12/02/2009	Hay House, Inc.	The Napkin The Melon & The Monkey	Barbara Burke	Not Yet Viewed
12/02/2009	Hay House, Inc.	The Divine Name	Jonathan Goldman	Not Yet Viewed

My Requests (100): [view all](#)

View All Titles by:	Title	Request Date
B&H Publishing Group	Rooms	08/26/2009
O'Reilly Media	Living Green: The Missing Manual	08/27/2009
McArthur & Company	THE TWELVE	08/27/2009
Little, Brown and Company	Bear Portraits	08/27/2009
Kogan Page	More Guerrilla Marketing Research	08/27/2009

3. The left column gives you access to areas of your account, including the NetGalley catalog, where you can see what titles are available and request them.

Net GALLEY


- My Home
- Browse Catalog by Recent
- Browse Catalog by Genre
- **Browse Catalog by Publisher**
- My Reviews
- My Requests
- My Community
- My Profile
- Need Help?

My Profile

1. From your home page, click the “My Profile” link in left column. Start with “Contact Information,” and don’t forget to fill in your website, blog, and Twitter information.
2. Click on the “Public Bio” link to get started. It’s important to include information about yourself so that publishers can decide if you’re a good match for their titles. In order to request titles from the catalog, you must have the Public Bio field filled in and at least one genre selected. Uploading a photo is optional. Under “Visibility,” check the information that you’d like to share with publishers. They’ll see whatever you select when they view your Public Bio.

My Profile: Public Bio

Bio Photo:



This image will be shown as part of your bio for any viewer you have granted permission to view your bio.

Image requirements:

- JPEG or GIF format
- 80 pixels wide by 120 pixels tall max
- 100 KB file size max

[Image help](#)

Visibility: Specify which field will be visible to NetGalley users with your Public Bio.

☐ Address ☐ Email ☐ Phone numbers

*Genres: Do you cover books in a particular genre(s)? Choose your subjects so we can help find you the books you like the most.

<input type="checkbox"/> Arts & Photography	<input checked="" type="checkbox"/> Biographies & Memoirs	<input type="checkbox"/> Business & Investing	<input checked="" type="checkbox"/> Children's
<input type="checkbox"/> Christian	<input type="checkbox"/> Comics & Graphic	<input type="checkbox"/> Computers & Internet	<input type="checkbox"/> Cooking, Food & Wine
<input type="checkbox"/> Crafts & Hobbies	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Erotica	<input type="checkbox"/> Gay & Lesbian
<input type="checkbox"/> Health, Mind & Body	<input checked="" type="checkbox"/> History	<input type="checkbox"/> Home & Garden	<input checked="" type="checkbox"/> Literature & Fiction
<input checked="" type="checkbox"/> Mystery & Thrillers	<input checked="" type="checkbox"/> Nonfiction	<input type="checkbox"/> Outdoors & Nature	<input type="checkbox"/> Parenting & Families
<input type="checkbox"/> Poetry	<input checked="" type="checkbox"/> Politics	<input type="checkbox"/> Professional & Technical	<input type="checkbox"/> Reference
<input type="checkbox"/> Religion & Spirituality	<input type="checkbox"/> Romance	<input checked="" type="checkbox"/> Science	<input type="checkbox"/> Science Fiction & Fantasy
<input type="checkbox"/> Self-Help	<input type="checkbox"/> Sports	<input checked="" type="checkbox"/> Teens & YA	<input type="checkbox"/> Textbooks
<input type="checkbox"/> Travel			

*Public Bio: The following text is your public display of biographic information within NetGalley. You may paste content from Word docs or web pages, or use the simple editing controls to build a new bio.

B *I* U

3. In the Public Bio text box, provide information that will help publishers evaluate your requests for galleys.
- We suggest including information about your reviews, where they are published or posted, what types of books you prefer, description of your target audience, the names and URLs of any publications you review for, and any professional affiliations. Remember, this is what publishers use to determine whether or not to approve your requests, so include any information you think they should know!
 - To paste text, please click "Paste from Word" button, which has an image of a clipboard and a W, and then paste into the pop-up window that opens. This will remove extraneous formatting that can cause errors on the site. (Use the buttons above the text box to add formatting.)

*Public
Bio:

The following text is your public display of biographic information within NetGalley. You may paste content from Word docs or web pages, or use the simple editing controls to build a new bio.



SAMPLE PUBLIC BIO FOR REVIEWER: I'm the nonfiction reviewer for the City Paper. We publish roughly two reviews a week, in all genres. Our readership is ### and we reach the entire City metro area. You can view our reviews online at www.citypapersample.com/reviews.

SAMPLE PUBLIC BIO FOR BLOGGER: I'm a top 100 reviewer on Amazon, a member of Amazon Vine and also a LibraryThing member & reviewer. I post my reviews on Goodreads as well as my blog (www.blognamesample.com). My blog has ### subscribers. I post roughly 3 reviews a week. My collected reviews can be found at www.blognamesample.com/reviews. I am interested in reviewing adult fiction, romance, and young adult titles.

SAMPLE PUBLIC BIO FOR BOOKSELLER: I'm a member of the ABA. I have been a bookseller at Bookstore for # years. I'm currently the lead bookseller in the Children's department, and I also read and recommend fiction and mysteries on a daily basis to our customers. I read my ebooks on a NOOK. I post my reviews on Goodreads, as well.

SAMPLE PUBLIC BIO FOR LIBRARIAN: I'm a member of the ALA. I have been a Collections librarian for over ## years. I select fiction for my library. In addition, I recommend titles for the Young Adult selector. With a shrinking budget I must be more careful than ever in my purchasing. I want to give my patrons the most and best selection of books I possibly can. I plan to use NetGalley as another selection tool.

PREVIEW

SAVE

Reviewer Profile

Lindsey Rudnickas, MediaProfessional

NetGalley

Email: lindsey.rudnickas@netgalley.com

Website: www.netgalley.com

Blog: followthereader.wordpress.com

Twitter: [NetGalley](#)

Genres: Arts & Photography
Biographies & Memoirs
Business & Investing
Children's
Christian
Comics & Graphic
Computers & Internet
Cooking, Food & Wine
Crafts & Hobbies
Entertainment
Gay & Lesbian
Health, Mind & Body
History
Home & Garden
Literature & Fiction
Mystery & Thrillers
Nonfiction
Outdoors & Nature
Parenting & Families
Poetry
Politics
Professional & Technical
Reference
Religion & Spirituality
Romance
Science
Science Fiction & Fantasy
Self-Help
Sports
Teens & YA
Textbooks
Travel

Bio Data

Greetings! I am the Digital Concierge for NetGalley. That means I'm the main liaison between our Publisher community and our Reader community.

I help readers use NetGalley effectively and connect them with content. I also help publishers maximize their NetGalley experience, and connect them with readers who may be interested in reviewing their books. I'll be requesting galleys from Publishers to familiarize myself with their titles.

Feel free to email me with any questions, concerns, or ideas you may have.

Follow me on Twitter: @NetGalley

Become a fan on our NetGalley Facebook Page

Ok

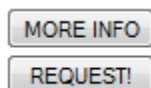
This is how the bio appears to the publisher.

Public Catalog

The Public Catalog allows you to request titles directly from the publisher.

Note: You must have filled in your Public Bio in order to request a title, since that information will help the publisher accept or decline your request. Titles that feature a READ NOW! button are approved by the publisher for immediate access by anyone. Clicking a READ NOW! button will place the galley on your home page instantly.

From your home page, click the "Browse Catalog by Recent" link on the right.

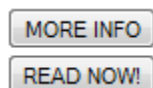


REQUEST: This button will send a request to the publisher, which they have the option to accept or decline. You will receive an email notification alerting you either way. Please be patient, as it may take some publishers a week or two to respond.

If your request is accepted then you'll find a link to the title on your home page.

You can track your request history from your "My Requests" page in the left-hand navigation.

The publisher will want to know more about you and can view your Public Bio. Make sure it serves you well by including as much relevant information about your areas of interest, publications and affiliations as possible.



READ NOW: Clicking on READ NOW! will notify the publisher and automatically place the title on your home page.

Clicking MORE INFO will display edition information, marketing copy & reviews.



Sign In
or
Register

Sign In or Register

Publishers: Learn More

Browse Catalog by Recent

Browse Catalog by Genre

Browse Catalog by Publisher

Get Galleys You Like

Follow the Reader Blog

Who's Using NetGalley?

Buzz for NetGalley Titles

FAQ

New Features

NetGalley in the Press

Home

Catalog

Sort by Date Added Search by Any GO

1 - 10 of 810 titles 1 2 3 4 5 Next>

Today the World is Watching You

The Little Rock Nine and the Fight for School Integration, 1957

Kekla Magoon

Lerner Publishing Group

Pub Date: 04/01/2011
ISBN: 9780761357674
Genre: Children's, History, Nonfiction, Reference, Teens & YA, Textbooks

[MORE INFO](#)

[REQUEST!](#)

On September 4, 1957, nine African American teenagers made their way toward Central High School in Little Rock, Arkansas, but Armed soldiers of the Arkansas National Guard blocked most of them at the edge of campus. The three students who did make it onto campus faced an angry mob. No black students entered Central that day. And if the angry mob...

Why God Won't Go Away

Is the New Atheism Running on Empty?

Alister McGrath

Thomas Nelson

Pub Date: 05/17/2011
ISBN: 9780849946455
Genre:

[MORE INFO](#)

[REQUEST!](#)

An accessible discourse written by a trusted expert and scholar, critiquing the new atheism on its own merits and claims.

Viewing a Title

When you click on a title name (blue = hyperlink), you'll be taken to the Title Details page for that galley. This page gives you the details for this particular galley. You can read more about the title, open additional marketing materials, and best of all: choose how you want to read it!

Title Details page:

The screenshot shows the NetGalley website interface. At the top left is the NetGalley logo. At the top right, it says 'WELCOME BACK, SARAH' with a 'SIGN OUT' button. On the left is a navigation menu with links like 'My Home', 'Browse Catalog by Recent', 'Browse Catalog by Genre', 'Browse Catalog by Publisher', 'My Reviews', 'My Requests', 'My Community', 'My Profile', and 'Need Help?'. The main content area is titled 'My Home / Title Detail' and shows details for 'Art of the Chicken Coop'. It includes a book cover image, a list of metadata (Title, SubTitle, Publisher, Pub Date, ISBN), an author photo and name, a category, and URLs for the publisher and author. Below this is a section for 'Edition Information' with a table of print editions. On the right, there's a 'Read Galley' section with a 'Not sure what to do?' message and three buttons: 'QUICK BROWSE', 'DOWNLOAD GALLEY', and 'EMAIL PUBLISHER'.

Net GALLEY

WELCOME BACK, SARAH
SIGN OUT

My Home / Title Detail

Art of the Chicken Coop



Title: Art of the Chicken Coop
SubTitle: A Fun and Essential Guide to Housing Your Peeps
Publisher: Fox Chapel Publishing
Pub Date: 06/01/2011
ISBN: 9781565235427



Author: Chris Gleason
Category: NONFICTION - ADULT: Family & Home: House & Home
URLs: Fox Chapel Publishing : [click here](#)
 Author Chris Gleason : [click here](#)

Edition Information

Print Editions:	
Format:	Paperback
Publication Date:	06/01/2011
Pages:	160
Trim Size:	7.5x9
ISBN:	9781565235427

Read Galley

Not sure what to do?
[Click here](#) to learn more about our reading options.

QUICK BROWSE
 DOWNLOAD GALLEY
 EMAIL PUBLISHER

First let's take a closer look at the "Digital Press Kit."

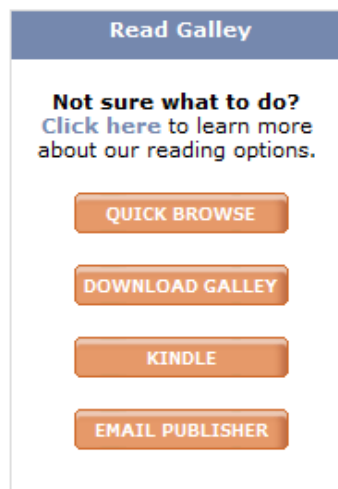
This is where publishers can provide additional marketing materials, such as a press release, author interview, photos, videos, author bio, tour schedule, etc.

Here's a good example:

Digital Press Kit

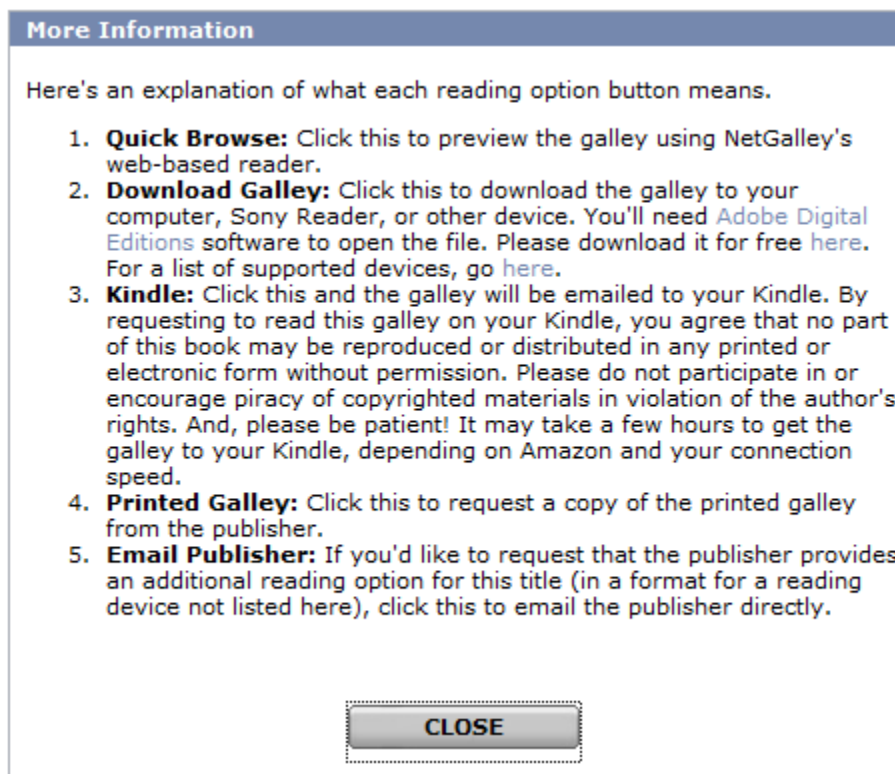
Interiors (4MB, application/pdf)
 Introduction (32KB, application/octet-stream)
 Author Videos (30MB, video/x-ms-wmv)
 Galley Letter (54KB, application/msword)
 Author Bio (33KB, application/msword)
 Tour Schedule (24KB, application/msword)
 Tip Sheet (119KB, application/octet-stream)

Sample pages from Cookbook Catalog
 Full introduction by David Guas
 See David Guas on The Today Show
 Galley Letter
 Expanded Author Bio
 Author Tour Schedule
 Tip Sheet



Please: check back frequently to see what reading devices we support, and email us to let us know what reading devices you are using!

The "Read Galley" column shows you which reading options the publisher has enabled for this particular title. If you're unsure of what each option means or which you'd prefer, click on our help link right under the words "Not sure what to do?" and this "More Information" window will open:



NOTE: If you do not see a button for one or more of these options, it means the publisher has chosen not to enable the option for this particular title. In particular, many illustrated titles are not available in Kindle format because the Kindle does not display large images and layouts well.

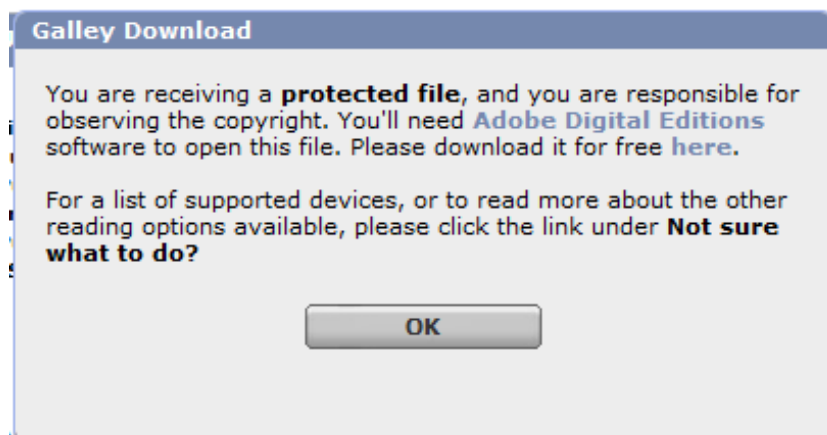
QUICK BROWSE: The "Quick Browse" option is a great way to preview the title before choosing to download it. Once you click the "Quick Browse" button, the NetGalley web-based reader will open right in your internet browser — no software required.

KINDLE: To have the galley emailed to your Kindle as a PDF, be sure you have entered your Kindle email in your NetGalley Profile, and add kindle@netgalley.com to your approved email list in your Kindle account on Amazon. Your Kindle email address ends in @kindle.com or @free.kindle.com, and can be found in the Digital Content section of your Amazon account.

- If you enter a @kindle.com email address, the file will be sent directly to your Kindle, and Amazon will charge its standard Personal Document Service rates, based on file size.
- If you enter a @free.kindle.com email address, a link to the file will be sent to the email address associated with your Amazon account. From that link you can download the file, which you can then transfer to your Kindle via a USB connection.

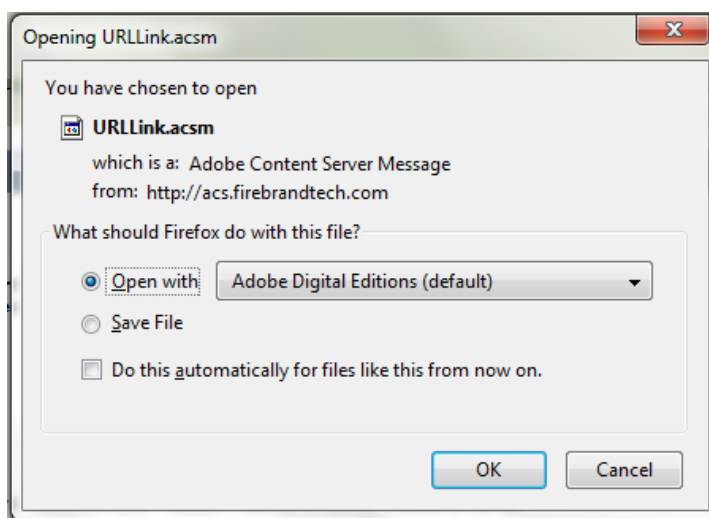
DOWNLOAD GALLEY: Once you choose a reading option by clicking the orange button, you may be prompted with a pop-up window, depending on what settings the publisher has chosen.

Note: For the "Download Galley" option, you will need to install Adobe Digital Editions, a free program (<http://www.adobe.com/products/digitaleditions/>). If you are transferring the file to another device, you will also need a free Adobe account, and you will be prompted to create one when you install the program.



After you click OK in the pop-up window, you will see another pop-up generated by your browser, asking whether you want to save or open the file.

If it is a protected galley, the file will be called URLLink.acsm, and you should choose to open the file with Adobe Digital Editions. Adobe Digital Editions will download the galley itself from the Adobe Content Server and authorize it on your computer and your Adobe account.



Once the galley has been downloaded to Adobe Digital Editions, you can transfer it to any compatible device, including:

- Nook
- Kobo
- Sony Reader
- iPhone, iPad, or iPod Touch using the free Bluefire app
- Android device using the free Aldiko Book Reader app.

Please visit the NetGalley FAQ (<http://www.netgalley.com/about/faq/>) or contact support@netgalley.com for the most up-to-date instructions for transferring files.

My Reviews
















"My Reviews" is essentially a bookshelf of all the titles you have permission to view.

Once you've clicked on a galley title once, then that title will show up under "My Reviews," and this is where you should come to read that title again in the future.

Not only can you read the galley, but you can also notify the publisher if you plan to review, and even share your review with the publisher in NetGalley.

1. From your home page, click the "My Reviews" link in left column.


The following page will display:

My Home / Manage Reviews								
Manage My Publisher Reviews:								
To let the publisher know you've viewed the galley, click on the pencil and update the status from <i>Not Yet Viewed</i> to <i>Viewed</i> . If you plan to review the galley, change the status to <i>Accepted</i> then click <i>Save & Close</i> . This is where you can write a review or provide feedback to the publisher about their title. To read the galley, click on the galley title.								
Received	Pub Date	View All Titles by:	Imprint	Title	Author	Status	Write	Archive
10/14/2009	11/06/2009	O'Reilly Media		Confessions of a Public Speaker: GALLEY	Soctt Berkun	Not Yet Viewed		
10/01/2009	04/13/2010	The Crown Publishing Group	Shaye Areheart Books	The Handbook for Lightning Strike Survivors	Michele Young-Stone	Viewed		
09/24/2009	01/05/2010	PublicAffairs	PublicAffairs	FDR's Deadly Secret	Eric Fettmann & Dr. Steven Lomazow	Viewed		
09/18/2009	12/15/2009	O'Reilly Media		The New How: GALLEY	Nilofer Merchant	Viewed		
09/17/2009	12/15/2009	O'Reilly Media		The New How: GALLEY	Nilofer Merchant	Viewed		
09/16/2009	11/03/2009	The Taunton Press		Mother's Best	Lisa Schroeder and Danielle Centoni	Viewed		
09/16/2009	11/03/2009	Houghton Mifflin Harcourt	Houghton Mifflin Harcourt	Inklings	Jeffrey Koterba	Viewed		
09/16/2009	09/29/2009	The Taunton Press		Speed Decorating	Jill Vegas	Viewed		
09/16/2009	10/28/2009	Little, Brown and Company		How to Roast a Lamb	Michael Psilakis	Viewed		

2. To read the galley, click on the blue title.

Occasionally you will see duplicate listings for a single title. In that case, click the "Archive" icon to remove the duplicates from your list.

3. To let the publisher know that you're interested in writing a review, or to send the review, click on the pencil icon in the "Write" column. The following dialog will display:



Art of the Chicken Coop

By: Chris Gleason

Publisher Name: Fox Chapel Publishing

Imprint:

Current galley status that the publisher sees: **Viewed**

To communicate with the publisher, change the status below then click Save & Close. They will receive notification on their NetGalley home page. To let them know you've viewed the galley, change the status from Not Yet Viewed, to Viewed.

☐ Not Yet Viewed
 ☒ Viewed
 ☐ Accepted
 ☐ Declined
 ☐ Review completed

Review Tracking Details:

Initial request for review sent: 01/19/2011

Publication Date: 06/01/2011

Full Review:

Please provide the full text of your review, as a courtesy to the publisher. Be sure to include the following:

- ◆ Name of the publication/blog/outlet where your review will be published/posted
- ◆ Run date for when the review will be posted/published
- ◆ A link to your review, if available, so the publisher can share your review (note: click the link icon)

Your review will be sent as soon as you hit the SAVE & CLOSE button below. Thank you!

Full review text:

B *I* U |
 [List Icons] |
 [Undo] [Redo] |
 [Cut] [Copy] [Paste] [Word Icon] |
 [Link Icon] [HTML]

4. Be sure to select "Accepted" in the status box at the top of the dialog if you intend to write a review.

5. **Clicking "Review Completed" will send the publisher a direct email with your review.** You are sharing your review as a courtesy — the publishing rights belong solely to you.

6. **Make sure to include details about when and where your review will be published/posted. Including a link to the review online is always best, if possible!** You can also copy and paste your review into the "Full Review" text box. **NOTE:** if you're copying from Word, click on the clipboard icon with the "W" before pasting text. Paste into that box to remove all Word document styles.

7. If you'd like to move titles you've already read or reviewed off of your "Manage My Reviews" page, you can archive them by clicking the folder icon. This places the title on your "Archived Reviews" page, which is accessible from the left-hand navigation.