

Self-Publishing 101

by Jansina Grossman



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Self-Publishing Checklist

- Write...
 - book
 - dedication
 - foreword/introduction/preface/prologue
 - conclusion/epilogue
 - author bio
 - acknowledgments
 - book summary (for cover)
- Hire an editor
- Choose a publisher name
- Create a publisher logo
- Purchase ISBN
- Submit an LCCN request
- Register for copyright
- Market your book (write ideas below):

Paperback:

- Design interior
- Create cover
- Upload to KDP
- Order printer proof from KDP
- Review and approve printer proof
(or make edits as needed)

Hardcover:

- Design interior
- Create cover
- Upload to Lulu
- Order printer proof from Lulu
- Review and approve printer
proof (or make edits as needed)

Ebook:

- Create Kindle interior
- Create Nook interior
- Create Smashwords interior
- Create ebook cover
- Upload to KDP (Kindle)
- Upload to B&N Press (Nook)
- Upload to Smashwords

Celebrate!

Formatting Example #1:

The following example (pages 5 to 7) has some issues. What sticks out to you? You can write your answers in the boxes.

Title Page

by

Author Name

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Formatting Example #2:

See pages 9 to 13 for an example of a properly formatted paperback or hard-cover book.

Title Page

BY
AUTHOR NAME

Book Title Here

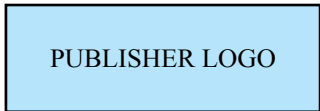
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Publisher Name
123 Publisher Street • City, State 12345
(123)-456-7890 • email@publisher.com

Chapter 1

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Consistency is your friend. This example
uses only two fonts throughout.

Caps and italics are used sparingly, as
emphasis.

Margins are 0.5".

Indents are 0.25".

The font is Mongolian Baiti in 12pt size.

The title page and copyright page
would not have page numbers.

Chapter 1 would begin on page 1.

Resources

ISBNs:

\$125 for one ISBN; \$295 for a group of 10

www.myidentifiers.com

When you purchase, you will designate the publisher name you would like the ISBN(s) connected to.

Free

Alternatively, KDP, Lulu, and ebook distributors offer free ISBNs at the time you upload the book. These free ISBNs will list the distributor as the publisher.

Recommendation:

For my books, I use a purchased ISBN for the paperback and hardcover versions, but I use free ISBNs for the ebook versions. If you plan to publish more than one book, investing in a group of 10 (or more) ISBNs is a good idea.

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LCCN:

*Free**

www.loc.gov/publish/prepubbooklink

Before your book is published, submit a request at the above link, and in a couple of weeks you'll receive your Library of Congress Control Number (LCCN).

It's not possible to get an LCCN once your book is published unless your book is selected as an addition to the Library of Congress collection.

You will need your ISBN(s) before requesting an LCCN. Having your front cover complete is optional, but encouraged.

While LCCNs aren't required, this number makes it much easier for libraries to find your book.

*Once the book is published, you must mail a printed copy to the Library of Congress in order to retain your LCCN.

Copyright Registration:

\$45

www.copyright.gov/registration

Under U.S. copyright law, your words are technically copyrighted as soon as your pen hits the paper (or fingers touch the keys). However, if a copyright claim were to go to court, a registered copyright is considered higher proof of ownership.

Where to Upload:

*Free**

These are my recommendations. Each are free to upload to; however, they will take distribution fees when orders are placed.

KDP (paperback and Kindle):

kdp.amazon.com

Lulu (hardcover):

www.lulu.com

B&N Press (Nook):

press.barnesandnoble.com

Smashwords (other ebook formats):

www.smashwords.com

Formatting Programs to Use:

Word:

\$70 per year, or one-time cost of \$100

www.microsoft.com/en-us/microsoft-365/word

Instructions:

kdp.amazon.com/en_US/help/topic/G202145400

InDesign:

Starts at \$21 per month

www.adobe.com/products/indesign

Cover Programs to Use:

GIMP:

Free

www.gimp.org

Photoshop:

Starts at \$10 per month

www.adobe.com/products/photoshop

Other questions:

You are always welcome to contact me!

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