

Quick checklist: 33 things you need to have, know and do to self publish your book!

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| HAVE: | An idea for a book |
| KNOW: | Your audience – who are you writing this for? And why? Don't fall into the trap of writing for yourself! |
| DO: | Start writing! 😊 |
| DO: | Once finished, lock it away for a month to 'cleanse your palate', then come back and start re-reading and self-editing |
| KNOW: | Your budget for the project |
| HAVE: | Ideas for a cover |
| HAVE: | Copyright clearances for any quotes, images, etc. |
| DO: | Consider obtaining a developmental edit and/or manuscript appraisal or beta reader assessment before you go too far |
| DO: | Engage a structural editor; AND/OR ... |
| DO: | Engage a copy editor |
| HAVE: | Ability to prepare the files yourself, or someone to do it for you (internals file, cover file, possible ebook file(s) and ebook cover) |
| HAVE: | Understanding of layout and design – use a reputable book designer or service, not a friend or relative, unless you understand the tech and design specs your book should adhere to e.g. Roman numerals on early pages, odd page numbers on the right, what needs to go on the imprint page, how to insert headers, endnotes etc. |
| HAVE: | An idea of whether to publish in print, as an ebook, or both |
| HAVE: | Ability to proofread the printed proof; OR |
| DO: | Engage a proofreader to do it for you |
| KNOW: | Where and how will people get your book? This will dictate your service providers e.g. if you want the book available on Booktopia, best to publish print on demand via Ingram or Amazon; if you just want to sell a few copies yourself face-to-face or via your website, then you maybe only need a reputable book printer |
| KNOW: | Whether you need a website, social media or other forms of marketing tool. |

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| HAVE: | ISBNs – one for each format e.g. paperback, hardback, epub ebook, Kindle ebook if releasing publicly |
| KNOW: | Whether you're buying your own ISBNs or using the self publishing service's |
| HAVE: | An understanding of the implications of who owns the ISBNs |
| KNOW: | Only buy barcodes if not printing via Ingram or Amazon (they will supply barcodes for print files) |
| DO: | Write long and short marketing blurbs for online metadata |
| KNOW: | The right subject categories for your classifying your book. |
| HAVE: | An understanding of pricing, distribution, logistics chains |
| HAVE: | Accounts with each print on demand and ebook distributor you need such as IngramSpark and Amazon KDP if you're truly self publishing; OR |
| HAVE: | One single account with an author services provider such as IndieMosh who will set up your title on the various platforms and aggregate all your royalties for you |
| DO: | Order a printed proof |
| DO: | Check your printed proof or have someone check it for you |
| KNOW: | How to release your printed book and ebook version(s) |
| DO: | Register your book with the National Library's Pre-Publication Data Service |
| DO: | Order copies for yourself to hand out, give away, for promotion, legal deposit, to sell, etc. |
| DO: | Carry out Legal deposit |
| DO: | Update Thorpe-Bowker if you purchased your own ISBNs |
| DO: | Start marketing! |
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