

A Story to tell...

SELF-PUBLISHING CHECKLIST

A checklist of the main steps in the self-publishing process, along with estimated timeframes for each step.

Tick!	Step	Description	Estimated Time
<input type="checkbox"/>	Ideas	Brainstorm your understanding of the topic or story.	How long's a piece of string? If you're finding the ideas stage difficult, we can help.
<input type="checkbox"/>	Writing	Obviously the largest and potentially most daunting part of the job.	Anything from six months to a number of years.
<input type="checkbox"/>	Re-writing	Writing the first draft is only the start. To make a really good book, you'll need to do at least one re-write to tighten the ideas and the writing.	See above.
<input type="checkbox"/>	Manuscript appraisal	A fresh set of eyes helps you see where you could improve the work in terms of structure, tone of voice and audience.	Allow one to two weeks plus some time to work on changes.
<input type="checkbox"/>	Copy edit	Editing text to check for consistency of style and grammar.	Allow about four weeks, including the option to check in with your editor to clarify suggested changes.

A Story to tell...

<input type="checkbox"/>	Illustrations?	Entirely optional.	The time and cost will depend very much on what you want to achieve.
<input type="checkbox"/>	Internal layout	Professional design of the internal parts of the book, including chapters, headings and contents, imprint, acknowledgements and author bio.	About four weeks. Usually includes two rounds of corrections.
<input type="checkbox"/>	Cover design	You know what they say about judging books by covers. Don't skimp on this bit: getting it right is vital.	Allow about four weeks, including at least two rounds of corrections. (Note: you can start early and run this task in parallel with other steps.)
<input type="checkbox"/>	Ebook generation	Epub and Kindle. Best done by someone with experience or DIY at Smashwords.com using their online converter.	Not long.
<input type="checkbox"/>	ISBN x 2	One for paper, one for ebook. Unique 'serial numbers' for your books. Order at www.myidentifiers.com.au for instant issue.	Instant
<input type="checkbox"/>	Barcode generation	Instant and free if done online. Numerous options including https://barcode.tec-it.com/en/ISBN13 .	Instant

A Story to tell...

<input type="checkbox"/>	CiP (cataloguing) data application	Apply via your national library: https://www.nla.gov.au/cip in Australia.	Receive about two weeks after application.
<input type="checkbox"/>	Printing	Recent options such as Ingram Spark can provide turnaround in about a week, and short runs (down to a single copy) without a significant setup cost.	Best to allow about two to three weeks in case of any hiccups.
<input type="checkbox"/>	Ebook distribution	Via smashwords.com this takes a couple of weeks to flow through to stores such as Apple's iBookstore. Also available through Ingram Spark if you use them for your printing.	A couple of weeks.
<input type="checkbox"/>	Books in Print listing	Complete your book's details at the myidentifiers site as an extension of allocating the ISBN. Not required before publication, but can help people and bookshops find your book.	Not long.
<input type="checkbox"/>	Legal deposit	In Australia, lodgement of a copy of your book with the National Library of Australia (https://www.nla.gov.au/legal-deposit) and with your state library (https://www.nla.gov.au/legal-deposit/australia-wide) is a legal requirement.	Complete after publication.
<input type="checkbox"/>	Launch party!	A fabulous affair that reflects your style and your book. Don't let the celebration of this great achievement slip you by.	Now where's that piece of string we started with?

A Story to tell...

