

TELL YOUR STORIES LLC

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BOOK PRODUCTION

Welcome to the world of self-publishing! As a self-published author, you have the creative freedom and control over every aspect of your book's production. However, navigating the process from writing to distribution can take time and effort. This guide will assist you in understanding the basic steps of editing, book formatting, cover design, and file uploading for print and distribution.

A manuscript is complete and ready for book production **after** it has gone through a round of beta readers, final revisions, and a final readthrough.

Book production has three parts: editing, formatting, and cover design. When all three are completed, your book is ready to upload and publish.

Part 1: Editing

Editing is the backbone of any successful book. Here are two ways to ensure your manuscript is polished and ready for publication:

Self-Editing: Review your manuscript for grammar, punctuation, and spelling errors. Maintain consistency in style and tone throughout your writing.

Professional Editing: Consider hiring an experienced editor to copyedit your manuscript. This process cleans up the manuscript and focuses on grammar, spelling, and punctuation.

If you do not have an editor who can work on your manuscript, ask for a reference from another author or search Google for editing resources. There are many available options. After your

manuscript has been professionally edited, the final step is proofreading. You can proofread your manuscript or hire someone to do it for you. Proofreading is the final opportunity to review the final draft for any errors.

Part 2: Book Formatting

Proper formatting enhances the readability and professionalism of your book. It refers to the overall appearance and layout of the book. It includes elements such as chapter titles, page numbers, margins, paragraph spacing, font choices, and typography. The layout of a book is essential to ensure readability on digital devices and hard copies like paperback.

Follow these guidelines to format your manuscript effectively:

File Preparation: Format your manuscript according to the specifications of your chosen publishing platform or printer. This typically involves using standard fonts, consistent spacing, and appropriate margins.

Chapter Layout: Organize your chapters logically and ensure consistent formatting for headings, subheadings, and body text.

Interior Design: Consider the aesthetics of your book's interior, including font choice, paragraph styling, and page numbering. Aim for a visually appealing layout that complements your content. The layout and design of your book format may differ based on the genre and size of your book. It is recommended that you become familiar with the genre style to get a better idea of it. You can do this by studying books in your personal collection, visiting bookstores, or going to the library.

You can format your book yourself if you are comfortable with programs like Microsoft Word or Adobe InDesign.

I format my books using **Book Design Templates:** <https://www.bookdesigntemplates.com> - I feel that they have created one of the easiest ways to format your own book professionally.

If you're uncomfortable formatting your book, you can also use tools like Google to search for book formatters and choose one that seems like a good fit.

*I also offer this service through my business, Tell Your Stories, LLC. Reach out for a quote!

Before Formatting: Choose Your Trim Size

The trim size describes the height and width of the book's pages.

Here's how to decide on the trim size:

Think About Functionality: Consider how your readers will engage with your book. Will holding and reading as a smaller paperback or a larger format be more comfortable? Consider factors like readability and portability.

Check Publishing Platform Requirements: Ensure your trim size is compatible with your chosen publishing platform's guidelines. Different platforms may have specific size requirements for print-on-demand or digital distribution.

Remember, your trim size can impact printing costs, reader experience, and shelf presence, so choose wisely to showcase your work best.

ISBN: Your Book's Identifier

Every book needs an ISBN (International Standard Book Number) for proper identification and distribution. Here's what you need to know about obtaining an ISBN for your book:

Understanding the ISBN: An ISBN is a unique identifier assigned to each edition and variation of a book. It is a universal cataloging tool that makes it easier for retailers, libraries, and distributors to identify and manage books.

Acquiring an ISBN: Depending on your country, you may obtain an ISBN from a designated agency or through a publishing platform. Some platforms, such as Amazon KDP, offer free ISBNs as part of their publishing services, while others require authors to purchase ISBNs separately.

ISBN for Different Formats: If you publish your book in multiple formats (e.g., paperback, ebook), each format typically requires its own ISBN. This ensures accurate tracking and identification across various editions.

Incorporating the ISBN: Once you've obtained your ISBN, incorporate it into your book's copyright page. Include the ISBN alongside other essential information such as the title, author name, and publisher details.

If you're in the United States, you can purchase your ISBN here:

<https://www.myidentifiers.com/identify-protect-your-book/isbn/buy-isbn>

Part 3: Cover Design

Your book cover is the first impression readers will have of your work. Create a compelling design that captures their attention and reflects the essence of your story.

Professional Designers vs. DIY: Decide whether to hire a professional cover designer or design the cover yourself. While professional designers offer expertise and creativity, DIY options can be cost-effective for budget-conscious authors.

If you are skilled in designing and have access to design software, you can design your book cover. You'll be able to access templates to build your book cover through the company you choose to print and distribute your book. (more on that below)

You can also purchase a premade cover. I love this option because hiring an artist or graphic designer can be pricey, so choosing a premade cover is a more cost-efficient option while still getting a beautiful book. Most designers who sell premade covers only sell the cover once, and they will customize it with your information (title, author name, book description, etc.) - I recommend **The Book Cover Designer** - <https://thebookcoverdesigner.com>

Your book production is complete - now what?

It's time to upload your files for printing and distribution!

Choose a Publishing Platform: Select a publishing platform or printer that meets your needs and budget. Popular options include Amazon KDP and IngramSpark. I recommend visiting their websites and reading about their features, fees, and offerings. I do feel that Amazon KDP's file upload process and navigating their information is the easiest.

Amazon KDP: https://kdp.amazon.com/en_US/bookshelf

IngramSpark: <https://www.ingramspark.com>

File Preparation: Follow the platform's guidelines for file formatting and submission. Prepare separate files for your manuscript (interior) and cover design (exterior) in the required formats (e.g., PDF for print).

Review and Publish: Review your files carefully before publishing to ensure accuracy and quality. Once satisfied, proceed with the publishing process and make your book available for sale to readers worldwide. Then celebrate that you are now a published author!