

Self-Publishing Checklist

Four months out

- Finalise your editing process
- Read through the manuscript again (and re-edit)
- Finalise the title
- Decide if you are going to publish a print on demand version or just an e-book
- Select a company for the POD/e-book (e.g. CreateSpace, Kindle Direct etc.)
- Set up book in e-book format (as a test)
- Download templates for POD
- Set manuscript in the template.

Three months out

- Write your book description & blurb
- Send book out to beta readers for review
- Prepare your marketing plan
- Complete a copy edit of the final manuscript
- Purchase ISBNs and Barcodes (for POD)
- Cover design (front, back and spine)
- Finalise your Author Bio
- Add dedication and acknowledgements to manuscript

Two months out

- Finalise cover for hard copy
- Finalise e-book cover
- Review page layout and design
- Request a print proof
- Check/edit the print proof
- Prepare your press kit

One month out

- Request print proof again
- Check/edit print proof
- Finalise press kit
- Finalise marketing plan
- Finalise arrangements for printing/POD
- Finalise arrangements for e-book
- Determine price, sales category & key word details
- Set up distribution arrangements
- Make book launch arrangements

One week out

- Social media update
- Update author profiles (Amazon, GoodReads, Your website etc.)
- Send marketing emails
- Order personal copies of the book