J U S T   W R I T E

№ 1 • EXTRA SHARP

Literary and Editorial Partners

Self-Publishing Production Checklist

*Project Title:*_____ ❑ Hard Cover

*Author/Publisher:*_____ ❑ Soft Cover

Professional	*Name*	*Phone*	*E-mail*
Project Manager			
Editor and/or Copyeditor			
Graphic Designer			
Proofreader			
Printer			

_____ ❑ **Write manuscript:** may need to work with a collaborator or an editor to assist with structure, flow, and development.

_____ ❑ **Establish production budget:** Contact and get bids from all subcontractors; account for variables, such as author photo, cover photo or illustration, permissions, fictitious business name, and seller's permit; add fixed costs: ISBN log book, bar code, copyright. (At this time, also determine quantity for first printing based on bids from printers.)
First Printing Quantity: _____

_____ ❑ **Have author photo taken:** Professional photographer takes a "head shot" of the author for inclusion on the book jacket and delivers to designer per his/her specifications.

_____ ❑ **Write jacket copy and author bio.**

_____ ❑ **Edit:** Copyeditor checks grammar, punctuation, spelling, usage, logic, and flow.

_____ ❑ **Secure permissions:** Get signed consent and release from all necessary sources.

_____ ❑ **Secure endorsements:** Send copyedited manuscript as an "uncorrected copy" to people of influence and request kind words; get signed consent and release from all contributors.

_____ ❑ **Lay out/production**: Graphic designer creates a look for the book, lays it out, coordinates with project manager and proofer. (Design process may begin as early as the copyediting phase with the creation of cover options and templates for the text.)

_____ ❑ **Confirm printing cost:** Designer gives actual page count and cover specifications to printer, delivers any revised pricing to project manager.

_____ ❑ **Establish price.**

_____ ❑ **Assign ISBN** (about $250): If you don't already have a publisher's log book (a list of numbers), apply to R.R. Bowker, 121 Chanlon Rd., New Providence, NJ 07974, (908) 665-6770, or online at www.Bowker.org.

_____ ❑ **Get bar code** with price/ISBN embedded ($20-50): Request Bookland EAN/13 with add-on/price extension (available from many vendors; see www.isbn.org for a listing).

_____ ❑ **Proof**: Proofreader and author read galleys prior to printing to eliminate any remaining or introduced errors.

_____ ❑ **Get CIP** (Library of Congress Cataloging in Publication data): If eligible for program (see guidelines and all other application links at http://pcn.loc.gov/pcn), click on "To Join" and complete the publisher application. After you are assigned an account number and password, return to the site and click on "Account Number," enter your number and password, and complete a Preassigned Control Number Application.

_____ ❑ **Print:** Designer sends electronic file to printer.

_____ ❑ **Register fictitious business name** if need be.

_____ ❑ **Get seller's permit** from your County Franchise Tax Board.

_____ ❑ **Register title with Bowker**: Include your title in the R. R. Bowker directories so product information is available to major retailers, librarians, and independent booksellers across the country by registering at www.bowkerlink.com.

_____ ❑ **Gain full copyright protection** ($30): Send copies of book and Form TX to Library of Congress Copyright Office, Washington, DC 20559, (202) 707-9100; for information and forms, see www.LOC.gov/copyright/.

This checklist includes only those activities associated with producing the physical product.
To put your book in the hands of readers, you must also market and distribute!