



Revision Publishing LLC

# Ultimate Self-Publishing Checklist

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Everything you need to know and do, to publish your book.

## First Stage - Manuscript Writing and Preparation

- ☐ Select a genre (stay within the guidelines of that genre)
- ☐ Research the genre and find books that would be comparable
  - ☐ Cover, cost, formatting, structure, everything
- ☐ Create an Outline of the Chapters (Map out the Story/Characters)
- ☐ Write Daily
  - ☐ Set a timeline for the entire process
  - ☐ Set writing goals (Daily, weekly, monthly)
- ☐ Select a Title (Make sure it doesn't exist)
- ☐ Enlist some trusted individuals to read once you have completed it
  - ☐ Get Feedback
- ☐ Make any final corrections
  - ☐ Complete Rewrite Process (make revisions)
  - ☐ Write your dedication and acknowledgements (optional)
  - ☐ Write your author bio
  - ☐ Finalize the book title
  - ☐ Write Book Blurb (you can ask your editor to do this as well)
- ☐ Determine projected Book release timeline and launch date

## Second Stage - Editing

- ☐ Get Beta Readers (group of people to test read content)
- ☐ Join an Online Writing Group
- ☐ Hire a professional editor (You may not need all 3)
  - ☐ Development editor
  - ☐ Copy Editor
  - ☐ Typesetter
  - ☐ Proofreader
- ☐ Make revisions



### Third Stage - Protecting and Claiming Your Work

- ☐ Register and Purchase your ISBN(s) (Bowker - [myidentifiers.com](http://myidentifiers.com))
- ☐ Copyright Registration (eCO online)
- ☐ Sign up for a preassigned control number (PCN) with the Library of Congress (optional)
- ☐ Purchase a Barcode (Amazon and IngramSpark offer for free)

### Fourth Stage - Interior and Cover Design

- ☐ Brainstorm cover and interior details
- ☐ Select completion deadline
- ☐ Hire a Professional Book Cover Designer and Interior Designer if necessary
- ☐ Share all files information and details with the designer (let them know where you will distribute to follow specific guidelines)
- ☐ Record all Book Metadata information
- ☐ Approve all artwork and designs for cover and marketing materials

### Fifth Stage - Printing and Distribution

- ☐ Sign-up for an author account for Title Set-up (KDP, Smashwords, IngramSpark, BookBaby, etc.)
- ☐ Input all banking and tax information for payment
- ☐ Verify book content, launch date, description, keywords and categories
- ☐ Set-up pre-order (recommended)
- ☐ Upload final files (manuscript and cover files)
- ☐ Order Proof copy
- ☐ Record the audiobook (optional)

## Order your author copy and celebrate!!!

For all of the essential details and answers to many of the questions that may still be lingering, please register for the [SELF-PUBLISHING MADE SIMPLE Online Course](https://www.revisionpub.com/course).



## Final Stage - Marketing and Promotions

- ☐ Create an Author Website
- ☐ Advertise through relevant social media sites
- ☐ Blog
- ☐ Get Reviews
- ☐ Invest in Ad Campaigns (Amazon Ads, Facebook/Instagram Ads)
- ☐ Create a Launch Team
- ☐ Leverage your Network
- ☐ Build your email list for email marketing
- ☐ Book Giveaways, speaking engagements, book tours, etc