



Revision Publishing LLC

Ultimate Self-Publishing Checklist

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 - myindentifiers.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](#).



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