

Steps to Self-Publishing

Publishing your book with CreateSpace



Where to find handouts



gulfwriters.org/cs

ooselinks.com/cs/

Costs

- Copyright registration — \$35
Not required but the chain bookstores and libraries may not stock your book without it.
- Library of Congress Number (LCCN) — \$25 through CS
Again, not required but the chain bookstores and libraries may not stock your book without it.
- International Standard Book Number (ISBN) and barcode, optional QR code
free from CS (no QR code), \$ from [Bowker](#)
- Editing — rates vary — by word or by page
You can't see your own mistakes
- Formatting for CS — rates vary
- Book cover design — rates vary
- Publicity and marketing — rates vary



Plan your book

- What size do you want your book to be? (Choose an industry size standard)
- Does your book have images? Are they ready for print (at least 300ppi)? Are they color or black and white (different cost)?
- Is your manuscript complete and edited?
- Do you know what you want for a cover or need someone to design it for you?
- Do you have your own ISBN numbers (purchased from [Bowker](#)) or will you get them free from CS?
- Do you need any of the professional services mentioned above?

Do you have book information ready to set up your CS account?

- Title (and possibly subtitle and/or series number)
- Author (your name or pen name)
- ISBN if you're not using CS assigned
- Blurb for back of book and Amazon/CS (Short description to make people want to buy your book.)
- Tag line for back of book
- Author bio and photo for back of book and Amazon
- Category/genre (tells buyers what type of book) (BISAC code available on CS)
- Key words to help readers find you
- Book price (a tool to help calculate available on CS)

Do you have personal information ready for CS account?

- Name
- email
- Address
- Bank and/or credit card
- How do you want to be paid — mail check or direct deposit
- Tax information

Manuscript Format

FOR PUBLISHERS, AGENTS, AND EDITORS

Unless you have specific formatting guidelines:

- White paper 8½ by 11. (If printed, use 20-lb bond. Print one-sided.)
- Don't staple pages
- Font: Times New Roman, Font size: 12
- Margins 1" all around.
- Left justified (ragged right margin)
- Indent first line of paragraphs by 0.5" (use paragraph formatting, no tabs or spaces)
- Never put returns in the middle of a paragraph.
- Double-spaced line spacing (Set this up in your paragraphs formatting. Don't use the enter key except at the end of a paragraph. Don't add extra lines or spaces between paragraphs.)
- Save as MS Word (.doc or .docx) or Rich Text Format (.rtf) even if using a different word processor.



Manuscript Format (continued)

- When fonts and paragraph are set, right click on Normal style and update to match selection.
- Only one space between sentences, not two.
- Section break after each chapter
- Use heading styles for chapter titles (headings will create a table of contents in Word if you want one).
- Do not add page numbers or header/footer information in the body of the text.
 - Page numbers in header or footer
 - Document name in header
- Some publishers, agents, editors want more information in header, i.e. author's name, word count, etc.
- No images in manuscript unless agent, publisher, or editor requests them. They can be added later if needed.

Edit! Edit! Edit!

Who should edit?

1. Edit your own book
2. Friend or family
3. Critique group
4. Professional editor



Edit! Edit! Edit! (continued)

The answer is all of the above. You can't always see your own errors.

- Don't edit while writing.
- After first draft, edit your own work over and over.
- Use a program like Grammarly or the grammar checker in MS Word. Beware of mistakes made by programs.
- Give to a trusted friend who will give honest answers. (Give list of what you are looking for.)
- Join a critique group.
- Hire an editor.

Line Editor

Addresses the creative content, writing style, and language use.

Copy Editor

Specializes in grammar, punctuation, fact-checking, spelling, and consistency.

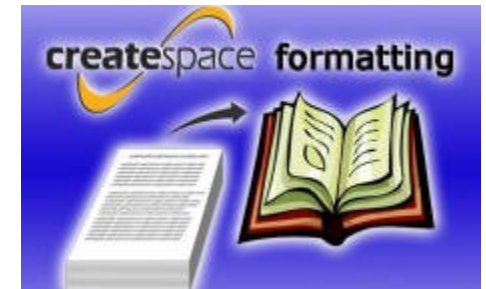
- Do not send a unedited manuscript to an agent, publisher, formatter, or contest.

Interior Format for CreateSpace

Steps to format for print

Page setup

- Page size, margins, and mirrored pages (mirror is backwards in MS Word)
- Headers, footers, and page numbers.
No header on first page of chapter
Different header on right and left pages
Page numbers at bottom or top —
start numbering at introduction or first chapter



Set Styles — Title, Headings, Normal, Header/Footer, etc.

- Normal Style for most of the text in your book — includes font, line spacing, paragraph spacing, justification, indentation. You will want to change all of them for the look you want to see in print.
- I usually use 0.3" first line indent, 1.15 line spacing, always (lined up edges left and right), justified, automatic hyphenation, no extra spacing between paragraphs.

Interior Format (continued)

- Title page — center in page and set Styles (section break)
- Copyright page — center or bottom of page and set Style (section break)
 - Register your copyright [[copyright login](#)]
 - Add ISBN and LCCN
- Acknowledgments, dedication, author's notes, quotes, author bio, etc. can be at the front or back of the book. (section break)
- Table of Contents if you have one (section break)
 - Most nonfiction, poetry, short stories need a Table of Contents, most novels do not.
 - Table of Contents is created automatically in MS Word if your headings are set up. You can modify the format and what headings are captured.

Interior Format (continued)

- Chapters — set Style for heading.
 - If you want the first page of your chapter to start further down the page you can set the paragraph spacing (before). Don't use returns (enter).
 - If you want all of your chapters to begin on the right, you can add a page break at the end of some chapters for a blank page. (Section break at end of chapter)
- Images — All images should be at least 300ppi (pixels per inch) for print.
 - If you use color images, your whole interior will be printed in color. Much more expensive. Save the color for Kindle.
 - If you are creating a children's book, photo book, cookbook, etc., you may want to shop around for other options than CS.
- Acknowledgements, notes, author Bio, etc. — at the end if you want.

Book Cover Design

Your cover sells your book. Think about hiring a cover designer.

Design your own cover:

- Create front cover — images, title, and author (fonts)
- Create back cover — blurb, images, bio, reviews
leave space for barcode on bottom right
- Download template from CS [[template](#)]
- Place front and back cover on template
- Create spine — Title and author
- Seek opinions from friends and booksellers (“Would you buy this book?”)

Upload to CreateSpace

- Sign up for CreateSpace and enter all the information about you and your book. [[login screen](#)]
- Upload your formatted interior to CS (DOC or PDF).
- Check online review.
- When it looks right, send the book to CreateSpace review.
If you are purchasing an LCCN from CS, you will need to add it to your copyright page when available and send the book for review again.
- Purchase one or more proofs and go over the book in detail.
- Finally, release the book for publication.

Publish on Kindle (ebook)

- Sign up at [KDP.amazon.com](https://kdp.amazon.com).
(You can use Amazon account login.)
- Enter all information about book and author. (see Plan your book)
- Let CreateSpace send your book to Kindle (if CS upload is DOC).
Check to see if everything lines up correctly.
- OR — Reformat CS interior and upload to KDP (Kindle)
- Upload front cover.



Format for Kindle

- Save as a new document.
- Remove all headers and footers, including page numbers.
- Remove blank pages
- Reformat Table of Contents to add links and no page numbers.
- Remove all tabs, extra spaces, “carriage returns” (enter key)
- Only one page break or section break at the end of each chapter
- You may want to move some front matter to end of document so that preview on Amazon will show first pages of story.
- Replace black & white images with color.
- Set price.

Review on KDP and release to public.