Basic Steps of Self Publishing a Paper Book

1. **Have Someone Edit Your Manuscript (this is number one because it is very important!)**

First have friends/family/other writers you know… read it first, then consider a professional editor. Believe me, you cannot do this yourself. If you want to sell it commercially, you want to consider using a professional. Editors can edit for style, plot, spelling, typos, punctuality, formatting, consistancy… It’s not cheap, but it’s well worth it. You also want to make someone “proofs” the book just before you send it to the printer. Believe it or not, they will find mistakes. It will be hard for someone to read your second book if your first one was full of mistakes.

1. **Create your cover art and internal book design**

You can do the cover art yourself or you can hire a professional. Depends on your skills. You have to hire someone to do the internal book design. A good cover is important. Go to a book store or library and check out other books in your genre then choose wisely! If you create this yourself, a printer will usually want a pdf document of whatever you create.

1. **Decide if you want your book cataloged (Catalog in Publication)**

# You don’t have to do this. A library can catalog your book without this but it is helpful to them. Go to [http://joomla.dgiinc.com](http://joomla.dgiinc.com/) (look under services/for publishers and vendor/PCIP) for information about PCIP (also called CIP) numbers. This company does the cataloging for $80. For information on a PCN (Preassigned Control Number) or LCCN (Library of Congress Control Number) - as far as I can tell they are the same thing - go to <http://www.loc.gov/publish/pcn/>. You only need this number if you want the Library of Congress to house your book. These items go on the copyright page of your book. Before you can get it cataloged you need to get an ISBN number.

1. **How to get an ISBN number (International Standard Book Number)**

An ISBN is a way to identify your book (book title) from a specific publisher and is used for marketing and selling your book. It is important to have for a paper book. Go to [www.isbn.org](http://www.isbn.org) to get some of your questions answered. Currently the cost for 1 number is $150 and 10 numbers is $250. Ten is the smallest multiple number they will give you. It allows you to publish multiple editions of your book. For example, I used three of my ISBN’s of the same book for the paper edition, an audio book, and one ISBN for an ebook. You get the actual # at [www.bowkerlink.com](http://www.bowkerlink.com).

They will try and sell you your barcode as well, but I would suggest using a different company. (see below)

1. **If you want to sell your book commercially, you will need a barcode.**

You obtain a barcode by going to <http://www.barcode-us.com>. The cost is $10 from this site. You will need to decide if the price of your book will be the same in the US and Canada and you will need your ISBN number to get a bar code. (The prices don’t have to be different.)

1. **Copyright or not to copyright, that is the question.**

Anything you write is automatically copyrighted under the Berne Convention, (your lifetime plus 70 years), but if you want to register your copyright, you can do this at [www.loc.gov](http://www.loc.gov) or [www.copyright.gov](http://www.copyright.gov) .

If you want to do this they will ask for an electronic copy of the book. The cost is $35. A registered copyright gives you the right to sue for infringement.

**Considerations for an E- Book**

**1. Editing is no different**

**2. Cover and internal book design**

All you need for an ebook cover is the front, but consider that many times people are looking at a thumb-size image of the cover. Your ebook cover and paper book cover can be different. For the internal book formatting, you need to follow certain rules (See Smashwords Guide on the formatting rules: <http://www.smashwords.com/books/view/52>). Generally, the less formatting you do in word for your book, the easier it is to format it correctly when you are ready to publish. You can also pay someone to do this. This can cost anywhere between $60 - $120+ depending on the amount of formatting required.

**3. Cataloging numbers are not needed**

**4. ISBNs are currently not required to e-publish**

**5. No bar code is needed**

**6. The copyright issue is the same**