



SALVE SOUL DIGITAL LIBRARY

# Salve Soul Digital Library

## Self-Publishing Checklist

### Write Manuscript

- include dedication page (optional)- FRONT OF BOOK
- include acknowledgment page (optional) -BACK OF BOOK
- include list of works (optional) if you've written more than one book and URL/link they can go to purchase – BACK OF BOOK
- include back matter copy – Call to action at the back of the book  
ex: "keep up with me @” BACK OF BOOK

### Edit Manuscript

- Developmental editor, copy editor, proofreader (you can find a freelancer on Fiverr)

### Format Manuscript

- Each vendor has different requirements for the files you upload of your manuscript. Make sure PDF is exactly as you want book to be printed.
- copyright your work by registering your copyright with the U.S Copyright Office (optional) however your print book must have copyright notice at beginning of formatted book regardless if you do or don't.
- BUY YOUR OWN ISBN (bowkers.com)
- Find a printing company to print book (google or ChatGPT for cheap but high-quality book printers) or use Amazon to Order Author Proofs to make sure tangible book is exactly how you've envisioned.

### Cover Art

- make sure it reflects genre and gives readers a reasonable expectation of your book.
- You'll need a front /back cover and spine spread.
- Back cover blurb that describes what your book is about (150 words roughly) *optional*
- decide if you're using your real name or pen name.

### Book Title

- google search to make sure no one has your book title. Keep it unique.

### Social Media Marketing

- Update author bio (websites, books, features, book signings, product pages) THINK OF THIS LIKE YOUR ELEVATOR PITCH AS AN AUTHOR
- Promote Author Brand (who are you, what do you do, who do you do it for) This message should be clear on all your social media pages. Be consistent with social posting for engagement before you release your book.
- Update personal website. (Purchase links, author bio, professional pictures of book, list of current books, social media links)
- Newsletter/ Mailing list is HUGE. Rack up on emails for release dates/ promo/ preorders etc.

- Find speaking engagements that work with your book. (Search LinkedIn) Find local libraries, coffee shops, etc)

Vendor Accounts

- **Set up Amazon Author Central Account (if you wish to sell on Amazon)**
  - create account to uploaded author photo, author bio, links to social media. This is where all your books via Amazon will appear.
- Apply For any other accounts you plan to publish your book. I.e. Goodreads, google play books, Amazon KDP, Barnes and Noble. (This is totally optional if you'd like to simply sell from your personal website only or your website & only Amazon)
- Start your own ecommerce website and sell directly on your own site. (Wix, squarespace, shopify)

Remember everyone's self-publishing journey is different. What I do may not look like what you choose to do, and that's okay! There are multiple roads to success.

With Love,

Salve Soul Team  
Salvesoul.com