



Self-publishing Supplier checklist

Book title: _____

Needed

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Not needed

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- Editing
- Proofreading
- Interior design and layout
- Cover design
- ISBN and barcode
- Indexing
- Bookshop distribution
- Printing
- Print-on-demand formatting and upload
- Ebook formatting and upload

Editors

- I have researched editors and found at least two that I would like to talk to.
- I have spoken to these editors and sent them a copy of my book.
- My preferred editor has clearly explained their editing process to me.
- I have explained any issues I would like addressed during the edit and I'm happy with my preferred editor's response.
- I have confirmed costs and schedules with my preferred editor.

Proofreaders

- I have researched proofreaders and found at least two that I would like to talk to.
- I have spoken to these proofreaders and sent them a copy of my book.
- My preferred proofreader has clearly explained their proofreading process to me.
- I have explained any issues I would like addressed during the proofreading and I'm happy with my preferred proofreader's response.
- I have confirmed with my proofreader whether the book will be proofread immediately after the edit is complete or after the layout is complete (after the layout is preferable, because then your proofreader can also pick up any layout errors).
- I have confirmed costs and schedules with my preferred proofreader.

Designers

- I have researched designers and found at least two that I would like to talk to.
- I have spoken to these designers and sent them a copy of my book.
- I have seen examples of books they have worked on.
- My preferred designer has clearly explained their design process to me.
- I have confirmed costs and schedules with my preferred designer.
- My preferred designer can do both my cover and interior design. (If not, this process needs to be repeated to find a designer/typesetter for your interior.)
- I have explained any issues I would like addressed during the design and I'm happy with my preferred designer's response.

Bookshop distribution

- I've provided information to my bookshop distributor at least four weeks before my books will be printed.
- I've organised for books to be delivered to the distributor.

Printers

- I have researched printers and found at least two that I would like to talk to.
- I have spoken to these printers and explained my requirements to them.
- I have seen examples of books they have printed and I am happy with the quality.
- My preferred printer has clearly explained the printing options.
- I have confirmed costs and schedules with my preferred printer.

Indexers

- I have researched indexers and found at least two that I would like to talk to.
- I have spoken to these indexers and sent them a copy of my book.
- My preferred indexer has clearly explained their indexing process to me.
- I have explained any issues I would like addressed during the indexing and I'm happy with my preferred indexer's response.
- I have confirmed costs and schedules with my preferred indexer.

EBOOK AND PRINT-ON-DEMAND FORMATTING AND UPLOAD

Every ebook and print-on-demand provider is different, but you will usually need at least the following for this formatting:

- Files for the cover and interior of your book, ready for formatting.
- Your ISBNs for your ebook.
- Your ebook price.
- Your back cover blurb and an author biography as a text file.

Formatting:

- I have researched ebook and print-on-demand formatting providers and chosen who to use.
OR
- My designer/typesetter can provide ebook and print-on-demand formatting.

Uploading:

- I am going to upload the ebook myself to Amazon, Apple iBooks Store, etc. (this is preferable if you would like easy access to make changes to your book later, such as changing the price).
OR
- I'm going to use an ebook aggregator to manage the upload for me (this is preferable if you would like to get your book listed on many ebook sites with one upload, but it can make further changes slightly more difficult).

Other things:

- Apply for your Cataloguing-in-Publication entry with the National Library.
- Purchase your ISBNs. (You can purchase your barcode as well at this point, or your designer or printer may be able to provide this.)