



Module 3 Cheat Sheet - Publishing Your Book

Get Your Book Proofread and Edited

- ✓ Errors are difficult to spot when you're close to your work
- ✓ Writers have weak spots they'll need someone to point out
- ✓ You need honest and useful feedback
- ✓ Get a colleague or team member to check your work
- ✓ Find someone you know will be constructive
- ✓ Have more than one person look over your work
- ✓ Create a separate document for each editor to record feedback
- ✓ Tell people what type of feedback you need
- ✓ Don't take it personally

Hire a Professional Editor

- ✓ Catch and fix errors before publication
- ✓ Ensure your book is as professionally presented as possible

How to Find an Editor

- ✓ At the Author Academy we provide Proofreading & Editing Services
- ✓ Please reach out to us for a competitive quote (especially as you are taking this course!)





Create Your Book Cover

- ✓ If you feel confident enough with your design idea please let us know...OR
- ✓ We have an excellent team of graphic designers that can create an amazing book cover for you

Cover Design Tips

- ✓ Make sure your cover conveys the right image
- ✓ Less is more
- ✓ Make the title the focal point, not the graphics
- ✓ Use one easy-to-read font
- ✓ Make your title big enough to be read on thumbnail

Prepare Your Book to Publish

- ✓ Learn how to design elements such as:
 - Front matter
 - Layout
 - Page breaks
 - Indentations
 - Table of Contents
 - Font styles
- ✓ Gather information for the previous list for discussion with our team
- ✓ Your ISBN is included as part of the publishing process with Author Academy

