

## Author's checklist and flow of work.

- Author will fill out the Menu of Services from the website and check all the services they desire.
- Author will receive the Publishing Agreement in an Adobe Read only file from BDI Publishing. Read carefully and sign. We require a 50% deposit of the total amount from the chosen menu of services in order to proceed with editing, illustrations, and book design.
- We require your manuscript to be in Word or PDF format as well as the size/type of book you want plus any special binding requirements. Submit for an initial look. We will also need an "about the author" bio for the back of the book. We will also need rough drawings and/or descriptions of your illustrations if your book has them. Be as specific as possible with preferred colors, feelings, images, etc.
- We may recommend an editor to clean up the manuscript.
- If you are participating in the editing process, edits should be clear and typed in an email or word document and should look like the following.

### Edits:

Example 1.....Page 17, paragraph 3, second sentence, third word, change "and" to "or". Should read "He didn't want to take Jill or Billy."

Example 2.....Page 29, paragraph 4 reads..."the dog walked four times in the yard". Change to..."the dog ran six times around the yard". Should read "The cat took off and the dog ran six times around the yard."

Example 3 .....Page 169, paragraph 7 reads..... I'm going to the store. It should be in quotations and read....."I'm going to the store".

- The editing process is iterative. There will be several rounds of edits until the manuscript is as perfect as we can get them. It is up to the author to catch all typos and errors. Make sure it is what you want. What you see is what you get. Be sure to correct spacing, font size, margins, etc.
- Once the internal book is complete, we will design the cover. Author should submit favorite colors, favorite fonts, links to favorite book covers, and any artwork (original). We will also require a high definition author photo for the back along with review excerpts. Remember, covers are to sell books! We will also need an author bio (edited), which can be put on the back cover if you wish.
- We will need you to provide to us the genre(s) of the book (novel, fiction, non-fiction, biography, children's, self-help, business, etc). We can help with this if you want.
- We will need you to provide a short description of the book. Remember to use key search words in your description and highlight key points with bolds and italics. We can help with this if you want.
- We will also give you several scenarios on pricing and how much you will make per book. You decide on the price point.
- There will be several iterations of cover design. When you are happy, we upload the files to Lightning Source, our printer, and it should be on Amazon (worldwide) and many other booksellers' websites in a few days. If you have chosen the "look inside the book", we will add that to your Amazon page as well.
- We will then submit the files to Spark, and in a few days, your e-book will be live on 70 different e-book outlets.
- Note: There are usually glitches on Amazon regarding how your book is listed. There may be issues with how you are listed and whether the book is "Out of Stock" or ready to be delivered. This is normal and most of these issues resolve themselves in a few weeks. If you are concerned about this, you may want to have a soft launch until all of these issues are resolved prior to launching it to the public.
- There may be third party sellers that sell your book for higher prices. Unfortunately, we have no control over these third party sellers.
- Depending on the services you checked, BDI Publishers will continue to deliver the items requested until the author is satisfied. Once everything has been accomplished, the book is online and for sale, and the author is satisfied with the results, we will bill for the remaining amount.