



FORMATTING YOUR BOOK

Print Book Only



MARCH 3, 2018
AUDACIOUS-PUBLISHER.COM

Welcome Writers and Self-Publishers.

When your manuscript is finished, and you have edited the daylights out of it and can't look at it anymore, then it's time to go to your closet and find your business hat, because publishing a manuscript is the business side of your Self-Publishing Enterprise.

Writers have such a challenging time switching from their left brain (the creative) to the right brain (logical). When you publish your book, first, second, whatever, you are creating inventory for your business.

And inventory will need a store where you can sell it. For purposes of this book, we will use Amazon.com as your store in which to sell your book. I am certain they won't mind because you will pay them a small percentage to do this.

Amazon.com will offer your book for sale, and if you want it to sell, then you **MUST** set it up properly. After all, you are a self-published author, and have a reputation to keep, not only to Amazon.com, but to your potential readers.

Shall we move on?

Listed is the sequence of pages for the formatting for both the front and back of your book. You add these pages using a 'page break' insert, usually listed under the 'insert' section of the header above your manuscript page.

If you have NOT inserted numbers for your pages, that can be done along the same section. You will need the page numbers, so you can gauge where and how the pages are falling in the set-up. I have added page numbers in () so you can follow the sequence.

Let's Begin.

FRONT MATTER

TITLE PAGE (pg. 1)

COPYRIGHT PAGE (pg. 2)

DEDICATION (pg. 3)

Blank page (pg. 4)

EPIGRAPH OR QUOTATION (optional) (pg. 5)

Blank page

T. O. C. (Table of Contents) this may run a few pages (pgs. 7, 8, 9)

Blank page (pg. 10)

FOREWORD (pg. 11)

Blank page (pg. 12)

PREFACE (pg. 13)

Blank page (pg. 14)

ACKNOWLEDGEMENTS (pg. 15)

Blank page (pg. 16)

INTRODUCTION (by author or visiting author) optional (pg. 17)

Blank page (pg. 18)

PROLOGUE (optional) (pg. 19)

Blank page (pg. 20)

2ND HALF TITLE (title only, no 'by author' on this page) (pg. 21)

Blank page (pg. 22)

CHAPTERS (body of the book) (pg. 23) Your first chapter always begins on an odd number page.

BACK MATTER

(after the last chapter)

AUTHOR'S BIO With RECENT PHOTO (optional)

OTHER BOOKS BY AUTHOR - even if it is only one, or one in process, say so here.

REFERENCES – If you used any, list them here. (Optional)

ASK FOR A BRIEF REVIEW – Not optional

All of this information is included in both of the how-to publishing books.

SHORTENED VERSION (my preference)

TITLE PAGE

COPYRIGHT PAGE

(BLANK PAGE)

DEDICATION PAGE

(BLANK PAGE)

T.O.C. TABLE OF CONTENTS (If there is one)

(BLANK PAGE)

ACKNOWLEDGEMENTS

(BLANK PAGE)

INTRODUCTION

(BLANK PAGE)

CHAPTER ONE

As you are formatting and adding all these pages to your already finished manuscript, keep in mind that most of these pages should begin on an ODD NUMBERED PAGE.

To back up this theory, and so you don't think I'm making this up, go and get one of your print books and open it at the beginning. See how it is set up? This is accepted practice throughout the industry, and if you want to be a GOOD or better yet, A GREAT publisher, set your books up this way. (PRINT BOOKS ONLY)

E-BOOKS HAVE A VERY DIFFERENT FORMATTING...

Happy Publishing...