

Journal Publishing Checklist

There are many pieces of the jigsaw puzzle to put in place when writing and publishing a book. Your journal is a book that you'll soon hold in your hands by completing the steps on this checklist.

Keep your focus on the activity you're on and take it one step at a time. Enjoy the journey, have fun creating and get ready to share your journal with the world. Refer to the training and templates in the class, as you walk through and complete the following activities.

Develop Your Journal Topic, Title and Content

- Decide on the topic of your journal.
- Pick a title for your journal.
- Compose a subtitle for your journal.
- Identify a few activities you'd like to walk your readers through.
- Design your action page worksheets.
- Design your daily journal pages.
- Compose your *About the Author* page.
- Create a marketing and/or next steps page.

Format Your Manuscript

- Use the templates in the class to format your content.
- Transfer your draft to a manuscript-ready template.
- Read through and edit your manuscript.
- Print out and proofread your manuscript.
- Make any edits or changes to the file.
- Note the final page count of your journal.

Publish Your Journal

- Format your manuscript for publication or outsource this.
- Design your book cover or outsource this.
- Compose your text for your back cover.
- Choose a name for your publishing company.
- Get an ISBN number and post it to your copyright page.
- Create an ISBN bar code and add it to the bottom-right of the back of your book cover.
- Adjust the spine width on your book cover – based on page count.
- Create print-ready PDFs of your manuscript and book cover. Publish your journal.
- Create or update your Amazon author page. Claim your book.
- Share your journal with the world!

