



PUBLISHING WORKSHEET

This document has been created to help those that are intimidated by Microsoft word or other word processors. Designed to be printed out and completed by hand.

While we prefer receiving everything in electronic form, we understand that it may not always be possible, and that shouldn't stop anyone from publishing their dream.

For those that are more technically inclined, you can download a Microsoft word template to create / format a 6x9 publication. Available with and without comments. If it's your first time, we recommend using the comment version. No worries, the comments are quickly removed when you're done.

Dream Believe Publish contact and submission information can be found at www.DreamBelievePublish.com

BOOK TITLE

AUTHOR NAME

Always the very first page of the book

This page must have the exact book title.

It commonly also has author name(s) but is not required.

An image on this page is always a nice touch.

Copyright © _____

YEAR Author Name

Cover credit if needed _____

ISBN: _____

Copyright always appears on page 2.

This is required, Year, author name, and ISBN.

Credit to cover illustrations are optional

You'll get an ISBN number later on.

DEDICATION

Dedication is optional.

Just a line or two, it should be short and to the point.

Important to remember EVERYONE that picks up the book reads this and can be influenced by it but only the person or group you name will remember it.

The Acknowledgements section in the back is where you thank everyone and everything.

TABLE OF CONTENTS

I want a Table of Contents

I don't need a Table of Contents

Table of Contents is only needed if you feel your reader will want to jump around.

It is not needed if your reader will read cover to cover in order, not returning to reread information.

Table of contents will be automatically generated by chapter titles if requested.

You just need to tell us if you want one or not.

CONTENT

The next section of your book is the actual content.

You can attach any neatly written or typed text for submission. Please understand that any content in hardcopy will need to be typed up by our staff. This will increase the cost and time.

If the content exists anywhere in any kind of digital form, it would be preferred that content is electronically submitted. Just ask, we can help.

Let us know what you have

Check all that apply

<input type="checkbox"/>	Handwritten - Script	<input type="checkbox"/>	Handwritten – Print
<input type="checkbox"/>	Typed	<input type="checkbox"/>	Google Document
<input type="checkbox"/>	Word Document	<input type="checkbox"/>	Pdf Document
<input type="checkbox"/>	Text Document	<input type="checkbox"/>	Apple Pages Document
<input type="checkbox"/>	Blog Entry	<input type="checkbox"/>	Open Office Document
<input type="checkbox"/>	Microsoft Pub	<input type="checkbox"/>	Other:

ABOUT THE AUTHOR

About the Author. Who are you?

This is optional. Can be a bio written by someone else or an introduction written in first person.

What do you want the reader to know about you? How do you want them to view you? Do you want the reader to think of you an expert in a specific field or do you want them to feel connected to you personally?

A photo is always a nice touch either way.

ACKNOWLEDGMENTS WORKSHEET

Full Name

Who are they

What did they do

Full Name	Who are they	What did they do

BACK COVER: What do you envision having on the back cover? An excerpt from the book? A summary? Description? Reviews? Photos?

DESCRIPTION: Every book needs a description. Not too long, not too short. This appears electronically with your publication. It's good to have, even if you are not planning to sell it online.

FRONT COVER

The front cover has the title and the author's name. But it's also your book's first impression. Tell us what you envision your cover to look like.

Do you have a photograph?

PUBLISHING INFORMATION

Preferred Size _____

Cover Finish? Matte Glossy

Cover Type? Hardcover Paperback

Interior? Color Black/Grey Scale

Content? Illustrations Photographs Other Images Text

Ebook? Yes, Absolutely Maybe Later Nah

Copies? Sell Online Personal Sales Personal Use (1-10 copies)

Do you have any other ideas? Special Requests?
