HOW TO SELF-PUBLISH

(a re-released book)

After I got my rights back from my publisher, I collected lots of info from various authors and groups (Refer to Wide for the Win and 20BooksTo50K on Facebook). I chose what path would work best for me with publishing (I chose wide). And thus, I wrote this document to help guide me on the re-release of books. After I got the rights back, I re-published them independently.

However, don't despair if you are publishing **something NEW**. Most of this is applicable to a ***new*** release as well. Instructions will deviate somewhat as you will be starting from scratch with some steps. Just keep in mind that overall, the specifics herein pertain *to re-publishing.* But feel free to adapt them to a NEW release.

And my only little disclaimer: This is what worked for me. Everyone can have slightly different pathways and preferences. So just keep that in mind that this serves as a guide only.

All the best,

Jean

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Before starting

1. Make sure you save the reviews in a document in case
2. Make sure you have the previous ISBN, ASIN, and publication dates saved
3. Create accounts at the distributors of choice

Overview of steps for release

Feel free to add more steps to this or make your own checklist. This is a simplified list, and I've probably added more specifics since creating this table in 2024. 😉

Step (after cover art generation and templates created)	When	Check when done
Before Release		
1. Assign ISBNs to eBook and paperback		
2. Format eBook and paperback (I use Atticus. Other options: Word, Vellum, InDesign)		
3. Register copyright for NEW books only unless there have been significant changes (this can be done prior to or after publication)		
4. Create KDP and Ingram paperback templates		
5. Check eBook for typos/spellings and formatting in Calibre		
6. Check PDF file for interior content and formatting		
7. Create A-Plus content		
8. Plan your campaign. ARC Reader and early reviewers planning e.g. paid sites, ARC team, book box openings; launch party, editorial reviews, blurbs,		

graphics, pre-orders, sales, etc. Do prior to the release date.		
9. Choose categories and keywords for book if you haven't already done so for a pre-order set-up (use Publisher's Rocket if you have it, or by other strategies)		
10. Other optional marketing strategies including cover reveals, blog tours, reviews, PR, book signings, etc. etc. etc. (not detailed herein – that marketing document is a work in progress)		
11. Make promotion graphics: a. Blog b. Newsletter c. Social media		
12. Update updated audiobook cover art – if doing a re-release		
13. Send ARCs to Street Team (eBook), reviewers, etc.		
Release and Post-Release		
14. Upload eBooks to each retailer/distributor (switch over preorder status)		
15. Upload Paperbacks to each site (Do KDP and Ingram alongside each other but hit SUBMIT on KDP first). If doing B&N follow a different plan. See notes below.		
16. Make sure e-book and paperbacks are joined (Amazon Author central)		
17. Upload A-Plus content to the eBook (US and some international) and Paperback		
18. Request Author Central to join in the reviews from the first book to the new ones. Get Audiobook linked in there, too.		
19. Update Books2 Read with buy links or LinkTree, etc. 20. Update website with the buy links and graphics 21. Update BookBub with new links (if this is a new book, request the new book to be added) 22. Make sure Goodreads is all updated with the new books (make new cover the primary) – if this is a new book, Goodreads usually grabs it. You may need to ask it to join the eBook and paperback		
23. Check to make sure all the retailer links are up for all sites		

24. Reviews – gather, remind, apply for, etc. (Netgalley Co-op, BookSirens, and Itsy Bitsy Book Reviews, Suzy Approved, others)		
25. Order books and bask in the glory of a job well done!		

New Releases – some notes

1. As books are released add them to your: BookBub, Goodreads (you may need to claim your titles or contact the "librarians" at Goodreads or email BookBub)
2. There will be no: "second edition" nor a previous release date if distributors ask for this (See the section on uploading eBooks and paperbacks)
3. Your copyright page will vary slightly

Formatting

Atticus (my preferred) or Velum or InDesign or use Word to make both the eBook and pdf/paperback

Convert the ePub (or open the ePub) in Calibre

Did you know that you can do an edit/spellcheck in Calibre? If you've already uploaded a word file to Atticus, and did not see a typo (some get missed and there is no spellcheck button) do a quick look in calibre. Magic!

I use a PDF for the paperback. The ePub for the eBook.

Determine your Categories (I use Publisher Rocket)

https://www.youtube.com/watch?v=VqPVvcqQCGk

Covers

https://www.atticus.io/calculate-image-size-for-print-and-ebooks/#Sizing_Images_for_eBooks
For the eBook cover, where you decide to publish will make a difference.

- **KDP Kindle cover size:** 2,560 x 1,600 pixels
- **Apple iBooks cover size:** 2,400 x 1,600 or a total of 4 million pixels

Send KDP and Ingram templates to cover artist

Ingram: https://myaccount.ingramspark.com/Portal/Tools/CoverTemplateGenerator

(for me: ISBN, crème 50, B&W, 5x8 or 5.5x8.5, perfect bound, glossy, no bleed, no duplex enabled, no price needed with barcode; **page number must be even** – just add one number if yours is not) – they email you the template

KDP: https://kdp.amazon.com/cover-calculator

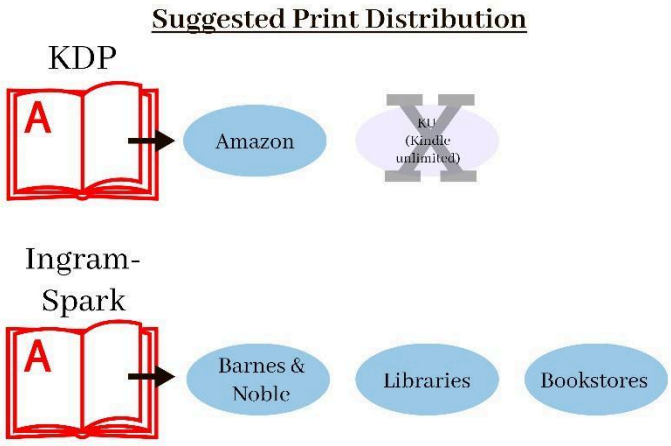
(for me: left to right, cream paper, 5x8, 5.5x8.5) – you download the template

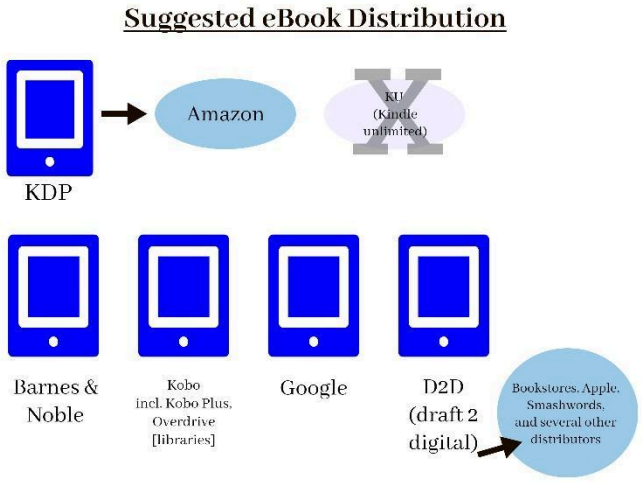
Where am I distributing?

My Plan

This requires setting up accounts with KDP/Amazon, Barnes and Noble, Kobo, Google Play, Draft 2 Digital, Ingram Sparks

*Amazon/KDP
https://kdp.amazon.com/
*Barnes and Noble
https://press.barnesandnoble.com/
*Kobo
https://kobowritinglife.com/
*Google Play Books
https://play.google.com/books/publish/u/0/
*Draft to Digital
https://www.draft2digital.com/
*Ingram Spark
https://www.ingramspark.com/





eBooks:

- Amazon/KDP (**not** KDP select/KU, do wide)
- B&N
- Kobo (including Kobo Plus, and Overdrive, so it includes libraries)
- Google Play
- D2D (do Apple, Smashwords, and others); click OFF (*don't do*) on Kobo, BN, Overdrive, GooglePlay but keep everything else (including non-overdrive libraries)

Paperback:

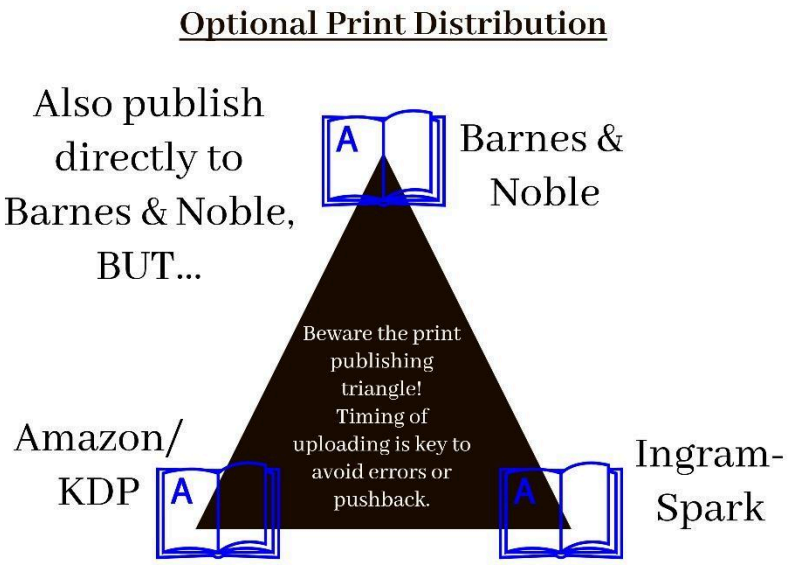
- KDP (Amazon only)
- Ingram (expanded distribution) (includes B&N pb, pb in libraries, bookstores, Target)

Beware the Print Triangle (like the Bermuda Triangle – lol)!

See more information later about publishing on Amazon/KDP, Ingram Sparks, and Barnes and Noble. (Publishing print/paperback books on D2D makes it into a Publishing Square! That's a topic for another day…)

Some people choose to SKIP Ingram Sparks and do just KDP and Barnes and Noble. Timing is also important. So your options:

1. Just KDP (not going wide)
2. KDP and Ingram
3. KDP and BN
4. KDP, Ingram, and BN
5. KDP and D2D



Copyright

- You can file this on (new) books once you have your ISBN and final PDF. It can be filed before or after publication. Though I provide my ISBN to the copyright office, you do not need to! It is optional. In fact, I did not do it for my most recent book and now am filing BEFORE publication.
- File with the US Copyright Office: https://copyright.gov/ and pay fee; certificate comes in the mail. Follow steps. Be sure to exclude artwork. You only need to file one copyright to cover all formats (eBook, print, audio).
- If copyright is already filed (re-releases), then you do not need to copyright it again UNLESS it has been significantly changed, as in like half the book (or more than 20% they say). Wordsmithing and even adding some content/chapters or a new cover, will not count as changed enough. I've asked around a lot on this one. However, if you think otherwise, feel free to file copyright again!
- Pointers: https://www.selfpublishedauthor.com/node/681 ; https://copyright.gov/help/faq/faq-register.html ; https://www.copyright.gov/circs/circ14.pdf
- SAMPLE Copyright page format (as of 2025, my newer copyright pages will have a line about not using AI in it nor can my work be used for training AI):

A Hundred Kisses

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This is a work of fiction. Names, characters, places, and incidents are either the product of the author's imagination or are used fictitiously, and any resemblance to actual persons living or dead, business establishments, events, or locales is entirely coincidental.

Book cover and scene break art by AK Westerman, AK Organic Abstracts | OA Graphic Design.

Map by David Lindroth Inc.

First edition, 2017

Print ISBN 978-1-5092-1441-9

Digital ISBN 978-1-5092-1442-6

Second edition, 2024

Print ISBN 979-8-9898854-5-9

Digital ISBN 979-8-9898854-4-2

www.jeanmgrant.com

Generate ISBNs for eBook and Paperback formats in Bowker

- No need to buy barcodes (unless you wish to do so - suggested site to buy them for a few dollars each - https://bookow.com/index.php - you do not need to put the price in for these barcodes; suggested donation of $2 to pay for them)
- https://www.bowker.com/isbn-us
- Buy in bulk, so you have ISBNs for eBook and paperback format. Audiobooks do not need an ISBN. Be sure to included your publishing info (my name is my Publisher Imprint is Jean M. Grant) – this imprint needs to be the same across all distributors (KDP, Ingram, D2D, etc.)

  HEAD'S UP! **There is a "short" or "expanded" form**. Once you start on one, you must use that one. The expanded has more details that can be populated. Stick to short – easier! And still putting in the pertinent info. If you click "more info on editions or volumes" and start putting in the info, it automatically converts to the expanded form.

Create entry for ISBN for eBook

a. Title
b. (no need to upload a cover)
c. No subtitle unless you have one
d. No vol/edition number information needs to be entered (even if a re-release, since publisher had original publication, not me; but I will use edition in some distributions, such as KDP, etc, and use on the copyright page)
e. Can put in original copyright if you want since you own it (not the previous publisher) (this is available on the expanded form)
f. Blurb
g. Medium: eBook, Format: Electronic book text, ePub
h. Pick two genres
i. Author name: Jean Grant; select author for contributor
j. (no other contributors)
k. Publisher: Jean M. Grant (this must match on KDP, Ingram so put your publishing company name here if it applies)
l. Pick a date far enough out that you will have it published by then (you can come back and change later)
m. Choose "forthcoming"
n. Choose "trade" and "write in for info" for price

Create entry for ISBN for paperback

a. Title
b. (no need to upload a cover)
c. No subtitle
d. No vol/edition number
e. Blurb

f. Can put in original copyright if you want since you own it (not the previous publisher)
g. Medium: Print, Format: Paperback
h. Pick two genres
i. Author name: Jean Grant; select author for contributor
j. (no other contributors)
k. Publisher: Jean M. Grant (this must match on KDP, Ingram so put your publishing company name here if it applies)
l. Pick a date far enough out that you will have it published by then (you can come back and change later)
m. Choose “forthcoming”
n. Choose “trade” and “write in for info” for price

Use blurb.

Use a bio.

These ISBNs will take a day or two to be approved. They should change from “pending” to “assigned.”

2. **IMPORTANT:** Later, after the book is published, come back to Bowker and change the status from “forthcoming” to “active”. Update the publication date.

Uploading Paperbacks

Here is the catch: some say the timing of how you upload to both KDP and Ingram does not matter. Some say upload to KDP first, then Ingram; some say Ingram first then KDP.

My magic? Start filling in both at the same time (have two tabs open; others suggest this, too). Start filling it all in, back and forth through all tabs. Then I hit publish on both within a moment of the other, hitting **KDP publish FIRST, then Ingram. However, recently, I did Amazon and Ingram a day apart and it was fine!**

(from Erin Wright, Wide for the Win: "The only reason I say to do Amazon first is so you don't have to do anything to suppress the book coming in from Ingram. If you do Ingram first, then you have to tell Amazon to suppress the Ingram version manually, rather than the system doing it automatically.")

Ingram tends to show an "error" with my interior file/due to (?) my title page cover art. Insert panic. Apparently, this is common (other authors say so), so I do let it proceed and let Ingram "fix" it. It adds a few days to their QC process, but knock on wood, it has worked fine so far. I have had to nudge them twice on one book, but it always passes/gets fixed.

Why **not** to go with Amazon expanded distribution or why **not** to only have Ingram do it all. Bookstores don't like Amazon so if you are only publishing (expanded distribution) with them they will block/not want to buy from them. Similar thing with Ingram: if you do all your distribution there, Amazon sales will be low. They will hide/block/make out of stock your books from Ingram.

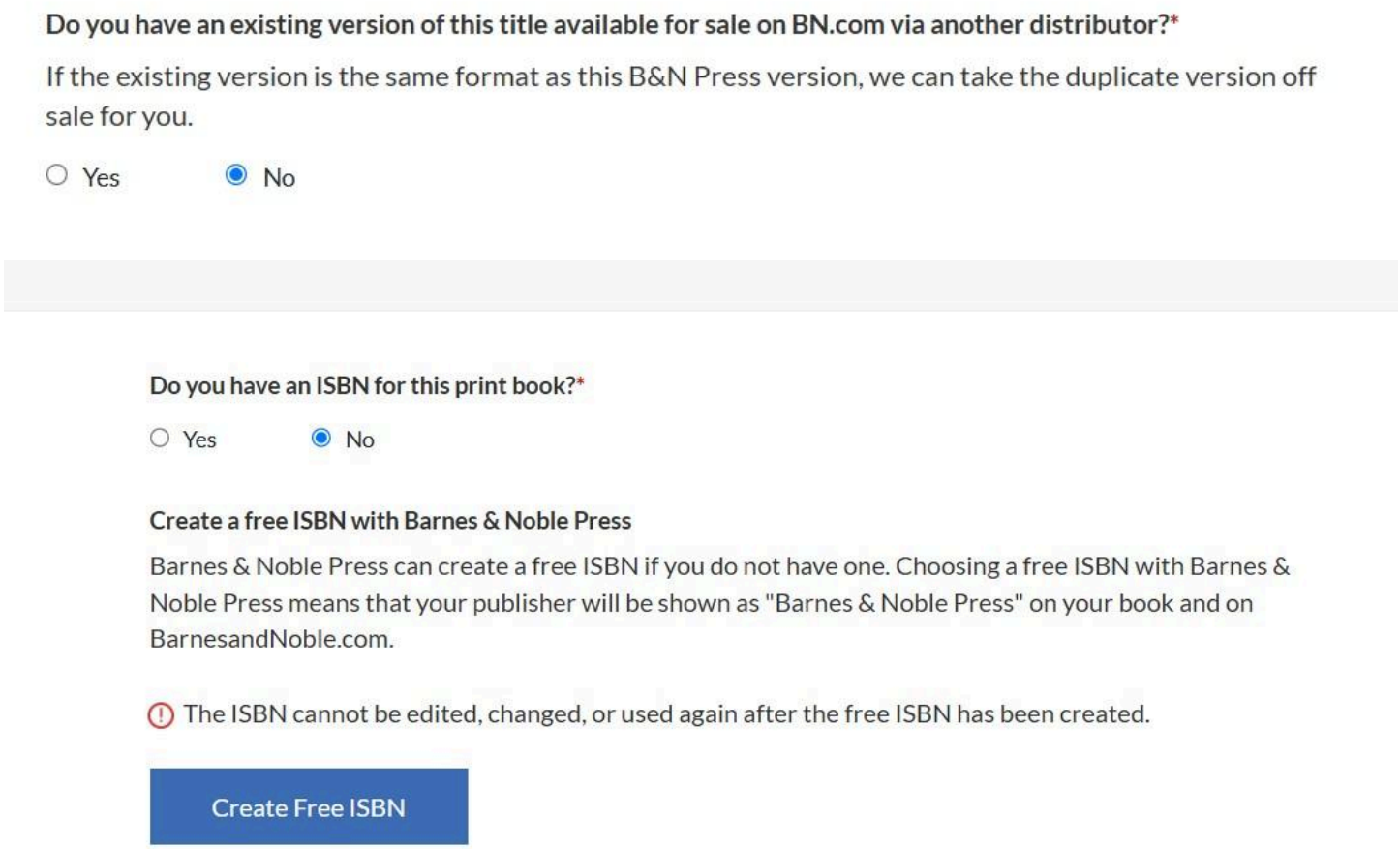
SO:

1. **Upload to Amazon/KDP first (no expanded distribution)**
2. **Upload to Ingram Sparks (Ingram) second.**

How to upload paperback directly to KDP, B&N, **and** Ingram.

Read below if you want to also upload directly to B&N (instead of having Ingram distribute to them). Remember that Publishing Triangle I mentioned earlier? Here we are. **May the Force Be with You**. ~~I have yet to try this, so this includes advice from other authors.~~

Note (June 2026): I just recently uploaded a paperback directly to B&N (with my paperbacks also on KDP and Ingram). It was pretty easy. I used my KDP cover design template for the bookcover/wrap. One catch, like others have said, is B&N requires you to use their provided ISBN for the paperback since your ISBN is "already being used." At this point in the game, I was fine with it. There is also the option of having B&N remove any duplicates (books being sent over from Ingram). Since for some reason (sigh) B&N took down 2 of my paperbacks from their website (and this is why I decided to upload directly with them instead of hassling the Ingram customer service which has not been the best), I did not have to do this step for those two books. But I will choose "yes, take them down" for my remaining books since they are already up on the B&N website. See images below. NOTE: Apparently B&N can take down books of yours (sent over from Ingram or D2D) whenever it wants…



A video by Erin Wright (Wide for the Win on Facebook) circa 2021 – RULES MIGHT HAVE CHANGED SINCE THEN – so follow with CAUTION:

https://www.facebook.com/erin.wright.author/videos/1225986507870395?idorvanity=556186621558858

Or this one:

https://www.facebook.com/groups/wideforthewin/posts/1188806688296845/

(FYI: the Tree of Wisdom post in the group: https://www.facebook.com/photo?fbid=10207942455155870&set=pcb.996196860891163)

(remember: upload to Amazon first, then Ingram Sparks if doing just those two)

1. Upload to Amazon first, **no expanded distribution**
2. Upload to Ingram, using your paid ISBN (same as Amazon)
3. Go to B&N (they will give you an ISBN for free), say yes, I have uploaded it elsewhere, and give the ISBN used on Ingram; so B&N will suppress the book coming from Ingram.

From *another author* who uploads to just KDP and B&N (not Ingram):

Setting up a release date for paperback on Amazon for doing just Amazon and B&N, and skipping Ingram:

“B&N has human editors check your files for upload, so they are delightfully picky. If the ISBN is registered on your AMZ paperback book, the ISBN registry marks it as "used." They don't report what title it is used for, just that it's occupied. B&N won't take your word for the titles being the same. To get around this, I put my pb up on B&N 1st. They take 2-3 days to approve it. Then I go through kdp. As long as both listings are within a few days of each other, I pass the B&N inspection. AMZ checks your book with an auto algorithm, so it scours the ISBN registry in seconds. If my book is in the 2-3 day review with B&N, it comes up as unused for the AMZ algorithm. So, I know a few authors who submit paperbacks on different days, but I don’t risk it. My schedule is to launch on B&N, wait a few hours, then submit to AMZ.

To get your paperbacks sooner from Amazon (for your ARC team/influencers for “open book” day promotions – e.g. to get paperbacks in hand BEFORE release date): *If you are using your own ISBN there is a trick to it. AMAZON isn't picky about who else is using it, but everyone else is. It's not illegal to use your ISBN everywhere you print that edition (that's what you are supposed to do) but algorithms aren't trained to recognize a duplicate due to a singular edition or due to fraud. So, they err on the side of caution. To get around this, set up your release date with ISBN with B&N (or Ingram) first. You have 5-10 hours to get your Amazon paperback release date set. I usually do them back-to-back because only the cover size changes between the two listings. I've done this several times without issue. Once you have a release date set up, you can order author copies. I never order proofs.”*

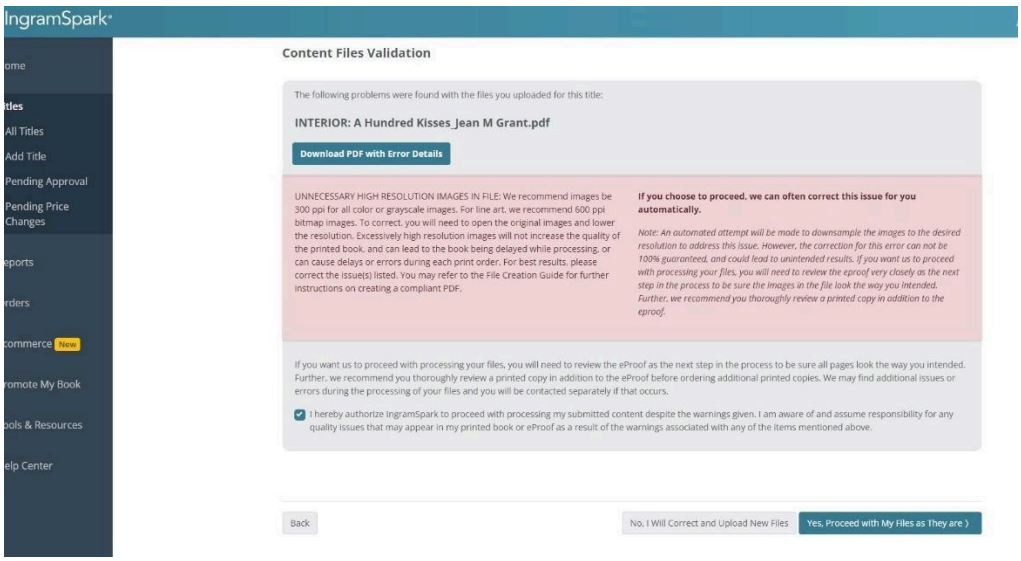
Ingram Sparks (includes Barnes & Noble, Target, bookstores, libraries for paperbacks) = “expanded distribution”

- Print book, yes files are ready (gather them – pdf of interior, cover template pdf)
- Print, distribute, and sell
- Enter ISBN
- Show more fields to improve book optimization: put the edition # here
- Under Edition Name write: Second Edition; keep # box blank or add a # here too
- Add in series title, and # of book in series (1,2,3)
- Don’t need to list art contributor; Three boxes: Jean Grant M
- Imprint: Jean M. Grant
- Pick categories
- Trade Adult
- Pick book settings/size/cover/paper, No duplex
- Page numbers must be even
- Price (18.99), choose 55%, yes-destroy [note 2026: Ingram now has a price minimum of 14.99 for books - kind of sucks when your books is a shorter novella!]
    - Note: since I first wrote this document (2024), Ingram now no longer automatically fills in and converts the other currencies. You will need to manually price these, but it’s very easy to find a currency conversion calculator online.
- Doing publication date to TODAY (dropping today; not doing sale date in the drop down)
- Upload files
- If you pass the “IngramTest” as I call it (lol) – congrats – next step:

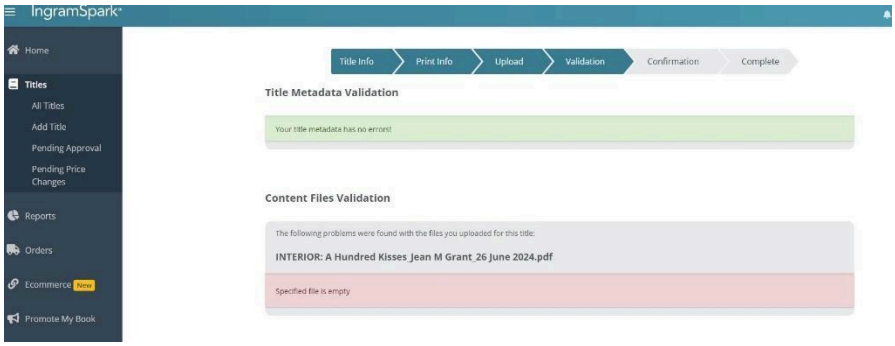
For print books:

- In 3-5 days, you'll receive a digital proof of your book
- Review and approve the proof for your book
- Order a print copy to review
- Enable distribution for your book so it can be sold around the world

Error that can come up – I let Ingram fix it – this is common, and after working with cover artist on "flattening" and doing all they said, it kept getting the "error". It takes a few days to a week for Ingram to "Resolve the issue" (There is NO Issue, but whatever), but it does get fixed



Error if NOT named correctly (I had a date in it…)



Amazon/KDP (NOT KU) = "Amazon only"

- Add a paperback to the existing eBook
- Edition #2
- 3 boxes for author: Jean M Grant (no dot)
- I do not add contributors; skip age groups
- Copyright (yes), categories, keywords
- **Click yes to**

My book was previously published (If previously published)

Enter **the date your book was previously published**. One example of why a book might have a previous publish date is if you purchased the rights for your book from another publisher. Learn more about previously published dates for books. This will not affect your Amazon release date.

- Book not eligible for schedule; do “release my book now”
- Add your own ISBN
- Add your imprint/publisher (what you listed on Bowker) – mine is Jean M. Grant
- Pick interior (me: 5x8 or 5.5x8.5, cream, b&w), and other settings (me: no bleed, glossy; or you can pick matte. I am a glossy author for those in-person events - love the shine. But I do love matte. It is a hard decision! Maybe for the hardcovers…)
- Upload manuscript and cover
- All territories
- Amazon.com
- DO NOT CHECK THE EXPANDED DISTRIBUTION BOX if you are using Ingram Sparks too

Uploading eBooks

Order of uploads does not matter. I like doing KDP first, because it will actually call out any spelling issues that I may have missed in the preview launcher.

A word about pre-orders

Setting up pre-orders even with stand-in covers is not too hard. You just want to be sure your book is ready to be released/uploaded by the date you set (by 72 hours prior). Set up pre-orders on Amazon, B&N, and Kobo. Just be sure to update the cover when it comes in (use a placeholder), and if you release it sooner, to update the release date. If you do not publish by said date, at least with Amazon, you lose all your pre-order royalties and are prohibited from doing another pre-order for a year. Kobo asks for a placeholder file for the interior (and a 5% preview). Use the mostly edited epub file.

For paperbacks, this is a bit more tricky – as KDP and B&N do not get along so well – but there is a strategy to get paperback pre-orders up there or released earlier so you can order author copies, too. (**I do not know this yet**)

Amazon/KDP

- Edition = enter a “2”
- Connect to series
- No to explicit; skip age groups (NOTE: if you put e.g. 13-18+, Amazon pubs it as 13 to 18)
- Author name, box 1: “Jean M.” box 2: “Grant”
- Add ISBN, no publisher (or put name in as publisher), no contributor
- No pre-order
- All territories
- No to DRM (don’t check it)
- Yes, I own copyright

- No contributors 70% $4.99 (or whatever price you are using) (under $2.99 is 35%)
- NO to KDP Select if publishing WIDE

Barnes & Noble

- Jean M Grant (publisher)
- Edition 2
- Put book # in trilogy
- No DRM, no public domain; put in ISBN
- Put me as the author/contributor
- General adult
- Do categories

Kobo (and Kobo Plus and Overdrive – libraries)

- eBook only (no paperback)
- Jean M. Grant (author and publisher name)
- Enter ISBN, vol # in series, full name for author and publisher (leave imprint blank)
- All territories, no public domain
- Kobo plus (yes)
- Yes to overdrive - eBooks; set library price a few dollars higher than eBook (e.g. 6.99 instead of 4.99)
- Add all currencies
- No DRM

Google Play

- Add to series
- NO DRM
- 20% preview, cut and paste
- Be sure upload both the ePub and the cover files
- Is tax included? No

Draft 2 Digital (multiple distributors, including Apple, other libraries)

a. Follow the same steps as other distributors with DRM, author name, categories, etc.
b. Do **not** do: (click off) Kobo/Kobo Plus, Amazon, B&N, Overdrive, Google Play, but keep everything else
c. eBook is 4.99 so set the library price to 6.99

Updating (**if this is a re-release**) Bookbub, Goodreads, Amazon, Books 2 Read

Bookbub

Wait for new editions to be available on some retailers, then request retailer link updates through dashboard, followed by updating the cover, title, description, release date as needed. The reviews should carry over.

Amazon

See info below on linking to previous editions. Wait until all the formats are available before adding in the A Plus Content.

Goodreads

These should automatically show up. Double check. Update the kindle or paperback information as needed (updated publication date, second edition, updated blurb, etc, and make sure you include all necessary information GR needs with a red asterisks). Then submit that all for an update. To update the cover people see: manually set the new edition to be the primary edition viewed. Goodreads keeps all old editions, but manually changing this will show it as the main one viewed. Reviews transfer between all. You may need to manually update the eBook or paperback, or ask the Librarians for help.

1. Click on the new book (it should show up automatically; if not, contact librarian)
2. Click edit book
3. On the right, select “make this the primary” edition. Now it will show up first

Linking to a series – you may need to update this via the Librarians if you are unable to do so manually. (I updated my series title, so we’ll see how book 2 and 3 link up). The Librarians are a great asset!

Goodreads librarian group:
https://www.goodreads.com/group/show/220-goodreads-librarians-group

Books2Read or another universal link:

Update as needed manually or do a rescan. If a placeholder is put in for the cover; just do a rescan and the new cover will appear.

Making A-Plus Content using Bookbrush

Submit this after all of your books are linked (eBook, paperback, audio)..

This is how to do the simple 3 landscape/stacked boxes (there are other variations you can use for A Plus).

1. Make your graphic in Book Brush (easy tutorial here: https://www.youtube.com/watch?v=Z_gINvxnDZk) .

2. To post:

Go into the marketing tab of kdp. Go to the A+ content block and pick your marketplace from the drop down (.com and then you will repeat this for uk, de, ca, au). Name it on the left (no one will see the

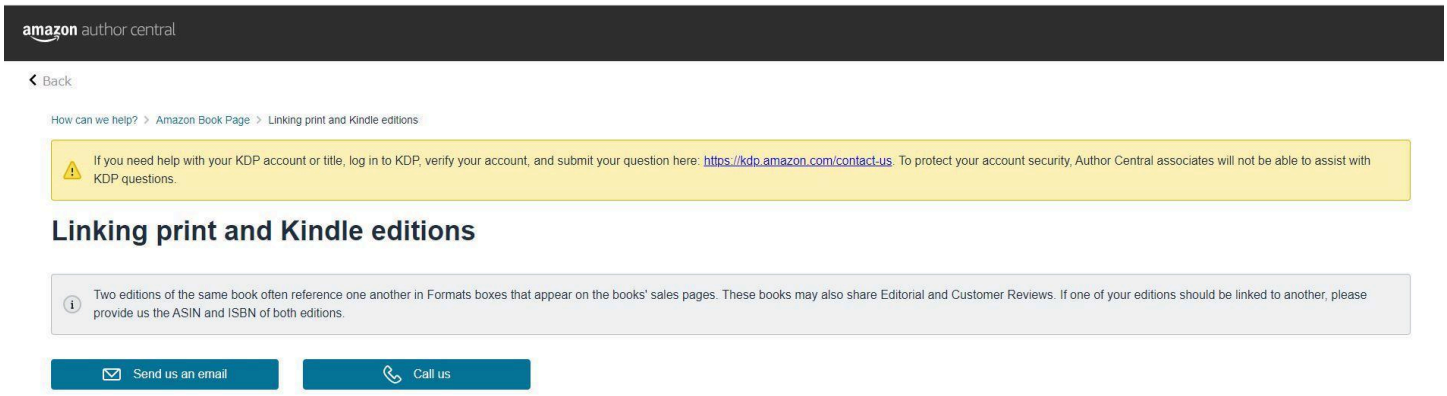
name). Click "ADD Module" from the pop up of choices, select "Standard Image Light OverLay" where the Bulldog is eating. Click "Add Background" and select your picture. Fill out the description UNDER THE PICTURE NOT IN IT (this is JUST a description for the visually impaired - i.e. woman hugging man, dog standing next to a tree). Repeat for the middle & bottom. So, you do this three times - each time adding a module. They are stacked. Next screen link it to your ASIN, preview & submit on screen 3.

2. Do this for both the **eBook and Paperback**, and repeat the process for other countries (eBook) as you see fit, e.g.: US, UK, Canada, Australia. It will ask you to sign in to Amazon again. Ignore any “issues” with footers or headers on some of the foreign webpages.

Series linking

- Create series/link a series in each distributor, following instructions. Each will make a series page as you go.
- See Creating a boxed series (format) and then sell as a boxed set (one book).

LINKING BOOKS IN Author Central to carry over reviews (and to link my audiobook in, too)



*****Be sure to snatch and save your ASIN before you get your rights back in case the paperback disappears. So far, mine have remained up prior to my re-release and linking of the book editions.**

I have only run into a problem with one book when I went to request linking. The metadata changed since my book had been part of the publisher’s proprietary series. Amazon/Author Central would NOT link my reviews since the new title of the 2nd edition (it no longer had the series subtitle name) did not match in the metadata (1st edition had the series name in it).

Linking books is done via Author Central, not through KDP. And I don’t even need to reach out to ACX (Audible) to link the audiobook in. I need to send a detailed email to Author Central instead.

After 72 hours (once you see your new eBook and paperback up, potentially linked), reach out to Amazon via this contact form following their suggested format:

https://author.amazon.com/en_US/contact?topicId=GZ35P6UW4SRWHBJE&subtopicId=GQSWLSY99NK79WCG

My sample email (where #1 and #2 are my “new editions” of the digital and paperback and #3 is the original book with reviews):

Dear Author Central,

The second editions of the eBook and paperback for TITLE have already been linked but I still need the first edition and the audiobook linked to those two formats, so all four are linked:

(TITLE, AUTHOR)

1. 2nd edition eBook: ASIN, ISBN
2. 2nd edition Paperback: ASIN; ISBN

with

3. 1st edition paperback/digital: ASIN; ISBN
4. and audiobook LINK

Fixing audiobook title to reflect the Trilogy/Series name

(this may not apply to you)

1. Email ACX directly to show the trilogy name within the book’s name to match the others
2. Request using this format:
   >
   > FROM:
   > TITLE
   >
   > TO:
   > NEW TITLE

Weird: on the fourth re-release they wrongly made the series a subtitle (sigh) and also asked for an updated ASIN. (they did not do this for the two others in the trilogy or other re-release)

Updating an audiobook after getting rights back

1. Create an ACX (Audible) account using your Amazon Author Central email account
2. Update the cover art if needed in your ACX account (if you do not own the cover art)

3. In order to transition the title from your publisher to yourself, you will need to submit the information below via a form on the contact page (https://www.audible.com/contactus-acx?n1=Something_else). Select “Moving Titles” from the drop down, listing the email address associated with your account.The email will need to include the following information (Your publisher will also submit the same information):

   Title of Book: Title
   Original Rights Holder Name: (Publisher’s name).
   Original Rights Holder Email Address for ACX Account: (publisher’s email)

   New Rights Holder Name: (my name)
   New Rights Holder Email Address for ACX Account: (my email)
   Request:
   Please move this title NAME as we are reverting all publishing rights for this book back to the author.

Doing a Boxed Set (e-book series/collection/omnibus)

Once all three/books in the series are out – do a trilogy/series eBook boxed set (make all one file in your formatting program such as Atticus). It will need a new ISBN.

Amazon does not like the word “boxed set” for an ebook bundle – they prefer a “collection” or “omnibus”

Some distributors (e.g. Kobo/Apple) do not allow the 3D boxed set graphic – many authors go with a new flat cover for the omnibus/collection/boxed set. Some distributers make joining an already existing series complicated. So for some I can join it/bundle it on the same page, others ask for it to be volume #4 which it is not. This has been a bit of trial and error…

- Create a new file in Atticus/InDesign/Vellum linking all three books.
- Update back matter.
- Get new cover, title art.
- Get new ISBN for the new bundled box set and sell it as if it were “one book” – the omnibus/collection.
- Upload to all distributors.

Amazon:

- Needs a new ISBN. If the books are already linked **on Amazon**:
  1. Assign an ISBN to the series book/omnibus
  2. Add to series
  3. Choose related content
  4. Choose boxed set or collection
  5. Follow the usual Amazon process for an e-book upload
  6. Pricing: to keep 70% royalty keep under 9.99.

Google:

1. Add related book(s)

2. “Includes”
3. Include ISBN of the trilogy book(s)
4. Do not add to an existing series (it is confusing; it won’t allow the boxed set to be bundled in the series??) – can always figure this out and do later?

Kobo:

1. Select the series to join it

Barnes and Noble

2. Add to existing series

Draft 2 digital

1. Add it to existing series but no vol number
2. Check yes that it is part of an omnibus/collection

From Bookbub:

Tip #3: Format your box set correctly

Box sets are great for the ebook format because instead of taking up an entire shelf on your reader’s bookcase, it’s easy to download and add a single file to their ereader. However, this makes formatting all the more important because they’ll often be dealing with a file with over a million words.

Create a table of contents that lists each book in the box set, hyperlinking each book name to the correct spot in the file. Include this table of contents after each book’s title page and before any chapter-by-chapter table of contents so readers can easily navigate between books.

Your box set’s hierarchy might look something like this:

- Box Set Front Matter
- Table of Contents (Book-Level)
- Book #1
    - Book Front Matter
    - Table of Contents (Chapter-Level)
    - Content
    - Optional: Back Matter
- Table of Contents (Book-Level)
- Book #2
    - Book Front Matter
    - Table of Contents (Chapter-Level)
    - Content
    - Optional: Back Matter
- Table of Contents (Book-Level)
- Book #3

    - Book Front Matter
    - Table of Contents (Chapter-Level)
    - Content
    - Optional: Back Matter
- Box Set Back Matter

Price matching (for a BookBub Featured Deal)

Tips: https://www.shawnpbrobinson.com/how-to-price-match-an-ebook-to-free-on-amazon/

1. First lower prices wide (B&N, Apple/D2D, Kobo, Google)
2. Then submit request to KDP/Amazon (via KDP, not via Author Central) once those prices are down to zero (a day or two later)
3. Do the same thing when wanting to increase the prices after the sale is over (but instead of saying ADD price match; say REMOVE price match; and include the regular book price)
4. (Be sure to do this about 7 to 9 days before the BBFD because KDP may take a few days)

FROM Amazon: *"If you're contacting us to have your book price matched, the request must meet the following criteria:*

- *The website selling a lower-priced version of your book must be located in the same country (or region) as the Kindle Store.*
- *The book must not be enrolled in KDP Select.*
- *The book's metadata (title, author name, language, cover image, and page numbers) should match between the Kindle Store and the competing website.*

If requesting a price match for multiple books, please include all of them in one email, using the template below. If your book is available on more than one website, please include all those links as well."

Under KDP – help – price matching:
https://kdp.amazon.com/en_US/contact-us?topicId=GPDTESS8GSXKW7BN&subtopicId=GB5TDTHGSEDBEME5

EMAIL template for reducing to free:

TYPE OF REQUEST: Add price match

For TITLE: A Hundred Breaths, ASIN: B0CYHM8LHT in all stores

ASIN/Kindle store: B0CYHM8LHT -- .com, UK, DE, AU, CA, ALL MARKETS PLEASE

Current competitor region link(s)
Current competitor price all at $0.00

1. Barnes & Noble: $.00

https://www.barnesandnoble.com/w/a-hundred-breaths-jean-grant/1130195745?ean=2940185912232

2. Kobo: $0.00 ALL MARKETS AND COUNTRIES
https://www.kobo.com/us/en/ebook/a-hundred-breaths-1

3. Google: $0.00 ALL MARKETS and COUNTRIES
https://play.google.com/store/books/details?id=TSz8EAAAQBAJ

4. Apple: $0.00 ALL MARKETS AND COUNTRIES
https://books.apple.com/us/book/a-hundred-breaths/id6479655611

Thank you,
Jean M. Grant

EMAIL template for returning the book back to full price (Use “Remove” price match lingo in place of “add” price match):

TYPE OF REQUEST: REMOVE price match, across ALL MARKETS please

For TITLE: A Hundred Breaths, ASIN: B0CYHM8LHT in all stores

ASIN/Kindle store: B0CYHM8LHT -- .com, UK, DE, AU, CA, ALL MARKETS please

Current competitor region link(s)

Current competitor price all at $4.99

1. Barnes & Noble: $4.99

https://www.barnesandnoble.com/w/a-hundred-breaths-jean-grant/1130195745?ean=2940185912232

2. Kobo: $4.99 ALL MARKETS AND COUNTRIES

https://www.kobo.com/us/en/ebook/a-hundred-breaths-1

3. Google: $4.99 ALL MARKETS and COUNTRIES

https://play.google.com/store/books/details?id=TSz8EAAAQBAJ

4. Apple: $4.99 ALL MARKETS AND COUNTRIES

https://books.apple.com/us/book/a-hundred-breaths/id6479655611

Thank you,

Jean M. Grant