

Self-publishing with New Territory Press

There are a range of reasons why you might be self-publishing. You could be creating publications connected to a private business, such as reports or information packs. You might have written a memoir or family history you would like to share with your family and friends. Your manuscript may not have been accepted by mainstream publishers, either because of its content, the size of its audience or the publishing climate at the time. Or you might have no interest in approaching large publishers, and feel confident about creating and distributing your book yourself.

Often, products with a very narrow audience sell well when connected to a similar business or service, such as a book about gardening being sold at a nursery or a masseuse providing books about relaxation techniques, and you might be interested in releasing a book connected to your own business.

Or you might just want to see your words in print.

Whatever the reason, it is important that you understand the process of self-publishing before you begin. Being well informed will help you:

- prepare the material you need before you begin
- understand the time and cost involved in self-publishing
- avoid unexpected costs and setbacks
- feel confident when discussing your project with your publishing team.

The following pages outline the basic steps involved in self publishing. Each step is made up of a series of services, some of which New Territory Press provides itself, some of which it can provide through outsourcing and some of which are the responsibility of the author. At the end of each step, there is a list of material you should have before continuing on to the next step.

The first step, completing the material to the authors satisfaction, is arguably the most important. Costs can quickly blow out if an author decides to make large edits or alterations to their publication after the design and layout has already begun. The further along the publication is, the more it will cost to make changes. You can save a lot of time and money by making sure the manuscript is as perfect as possible before you publish it.

Take your time, look through the steps and familiarise yourself with the process, and feel free to contact us if you have any questions. Then if you decide to go ahead, we will set up an appointment with you to discuss your project. An initial 15 minute consult is free, of charge.

New Territory Press (NTP) is a service for Writers Centre members only. This includes members of affiliated interstate Writers Centres. Non-members must join before they can use the service. You can find out more about joining the Writers Centre at www.actwriters.org.au/membership

Activities involved in self-publishing

Standard in-house rates are \$40/hour, with services billed in minimum 15 minute brackets of \$10.
Outsourced service quotes depend on individual service provider costing systems and project specifications.

Services available through outsourcing are subject to availability.

Clients may choose to source alternative service providers if they wish.

Step 1: All material to have been completed to author's satisfaction

Related services

- | | |
|--|--|
| - Writing assistance/mentoring | Available through outsourcing |
| - Editing | Available through outsourcing |
| - Research/fact-checking | Limited availability through outsourcing |
| - Illustrating | Limited availability through outsourcing |
| - Graphic design/image touch-up | Available in-house at standard rate |
| - Permissions and copyrights formally obtained | Responsibility of author |

Resulting material

- Final draft of all text
- Approved image files
- Official permission documentation

Step 2: Initial project consultation

Related services

- | | |
|--|----------------------------|
| - Meeting with NTP staff to discuss project specifications | Available at standard rate |
|--|----------------------------|

Resulting material

- Project specification document

Step 3: All files to be supplied to New Territory Press in an accepted format

Text to be supplied as a Word document or RTF. All images to be scanned and/or saved at high resolutions (300dpi preferable) in JPEG, TIFF or EPS format.

Related services

- | | |
|---|--|
| - Scribing/typing (incl liasing with scribes) | Limited availability through outsourcing |
| - Scanning images | Available in-house at standard rate |
| - Providing CD(s) | Costs dependant on material required |
| - Transferring files | Available in-house at standard rate |

Resulting material

- CD(s) containing all relevant files

Step 4: Design and layout

You may choose to publish your book as a printed publication, an ebook (using various formats and platforms) or both. Not all of the following services will be relevant for each project. NTP staff will thoroughly discuss your options with you during Step 2.

Related services

- | | |
|---------------------------------|--|
| - Desktop publishing | Available in-house at standard rate |
| - Cover design | Available in-house at standard rate or through outsourcing |
| - Construction of contents page | Available in-house at standard rate |

- Indexing	Limited availability through outsourcing
- Printing of proof copies	Available at 5 cents/printed page
- Proofing of draft layouts (by author)	Completed by author or through outsourcing
- Alterations and correction	Available in-house at standard rate
- Approval of final draft	Completed by author
- Completed file transferred to CD or USB as a PDF	Costs dependant on any material required
- Compiling material into desired ebook formats (PDF, EPUB, MOBI etc)	Available in-house at standard rate
- Creating relevant online accounts and uploading ebooks to desired online platforms	Available in-house at standard rate
- Assisting with the purchase and registration International Standard Book Number (ISBN) and, if requested, barcode.	Thorpe Bowker charges \$40 / ISBN or \$95 / ISBN & barcode, plus a \$50 New Publisher fee
- Registering for Cataloguing-in-Publication (CiP) details.	Free

Resulting material

- Layout drafts/proofs
- ISBN documentation
- CiP documentation
- Completed print-ready or ebook file/files
- Back-up file to be kept by New Territory Press
- Signed declarations of what material has been provided and that the author has permission to use it

Step 5: Printing, binding and delivery (this step is not necessary for ebook publishing alone)

Related services

- Obtaining quotes from printers	NTP will obtain up to three quotes without charge
- Supplying files to printer	Costs dependant on material required
- Authorising final quote from printer	Completed by author (NTP can assist)
- Authorising printer's proofs	Completed by author (NTP can assist)
- Accepting delivery of finished publication	Completed by author (NTP can assist)

Resulting material

- Printer's quotes
- Finished publication

Please note:

- The list of services provided here is not exhaustive. The staff at NTP are always happy to discuss additional requirements of your project and how we might meet them. First and foremost, the project *belongs to the client*, and we will do our best to create the product you want. Certain services are not on offer because we feel we do not have the resources to adequately provide them.
- New Territory Press reserves the right to use previous projects as in-office sample material if required.
- Final approval and declaration of permission to use all material included in the project is the full responsibility of the author.
- Marketing and distribution, including the monitoring and maintenance of online accounts and ebook distribution channels, is the responsibility of the author.
- Once the book is published, you will need to satisfy legal deposit requirements. This includes sending a copy to the National Library. Details can be found on the National Library website: www.nla.gov.au/