

These are the steps I followed to actually self-publish and get my novel out there and available for purchase. Items in each section below are not the *only* options—just the ones I researched and used!

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SELF-PUBLISHING OPTIONS:

There are a few different options when looking at self-publishing. Following are some details based on my research.

- Self-Publish both eBook and Print directly on platforms like the following (create an account and upload all files yourself on each individual platform):
 - Amazon Kindle Direct Publishing (KDP): https://kdp.amazon.com/en_US/
 - Barnes & Noble Press: <https://press.barnesandnoble.com/>
- Use a service that will distribute your book to a wide number of platforms from one place:
 - Draft2digital: <https://draft2digital.com/>
 - A self-publishing platform that streamlines eBook and print-on-demand (POD) distribution for authors, allowing them to reach global retailers (Amazon, Barnes & Noble, Apple Books, Kobo, etc.). Author can use this single, non-exclusive interface and select the retailers they wish to distribute their book. It is basically a service that lets you go to ONE place to upload your book files, versus creating an account and doing it on each individual site directly (like B&N, Apple, etc.).

- NOTE: if putting on Amazon KDP yourself (first option above), and then using Draft2digital for several others, just don't include Amazon in the list. And if you choose to distribute to multiple retailers, you CAN'T do Amazon KDP *Unlimited*, because Unlimited forces you to put it exclusively there and nowhere else.
 - The service does not charge any upfront fees, but takes a commission on each book sale.
 - It aggregates earnings from all platforms into one monthly payment (as opposed to getting individual payments if you work on your own with each retailer).
 - Can use same eBook and Print ISBNs across retailers.
- Ingramspark: <https://www.ingramspark.com/>
 - This service is more of a publisher/distributor. It is aimed more at reaching the wider traditional bookstore market with print copies. But also distributes eBook to retailers like Amazon, B&N, Apple, etc.
 - With this service, you upload the finalized/formatted files for your book and cover to their site.
 - Ingramspark sends your book's meta data to their network of "suppliers", allowing retailers and libraries to find and order it.
 - When a customer orders your book from a retailer, Ingram prints it and ships it directly to the customer.
 - Ingram makes your book available but does not actively market it. Promotion is the author responsibility.
 - Free to upload and list both eBook and print copies. Sounds like they then charge a fee per printed copy, and deduct all printing costs and possibly shipping cost. For eBook, it appears the author retains 85% royalty.
- Hybrid Publishers:
 - I personally didn't look much into this, as it sounded a bit expensive. AND it sounds like there are many scam companies out there claiming to be legitimate hybrid publishers, so it would take a lot of vetting. Some that seemed to be legit were Greenleaf Book Group, She Writes Press, and Rise Books.
 - Hybrid publishing is a distinct business model in which a hybrid publishing company, often referred to as "hybrid press," takes up manuscript editing, design, production, and distribution, albeit funded by the client/author (i.e., a hybrid model). Now, you must wonder, what's the advantage of using a hybrid

model when you, as an author, are still to carry out all the costs? The answer is simple and lies in the savings that come from having all the tasks, contractors, and book production and distribution services done by a single company and in one place. In exchange for a one-time payment, a hybrid press will carry out dozens, if not hundreds of duties that would otherwise take months of your time, and with a level of professionalism that reduces financial risk.

- Unlike traditional publishing houses, a good hybrid publisher offers a significantly higher royalty percentage to their author, often averaging 50%. In exchange for royalties, hybrid publishers are able to offer book production and distribution services at a lot more affordable price. Similar to a traditional publishing company, a reputable hybrid publisher has its own editorial standards and a mission statement on which they base their author selections. If they didn't do that, they'd belong to an industry called 'vanity publishing,' where publishing companies choose to take up the publishing process for any author willing to pay for their services. In that sense, hybrid publishers are similar to traditional publishers as they do have a certain author selection process and apply certain editorial standards. With vanity publishing, any author can pay for their book to be produced, but that doesn't guarantee book success.

WHERE I SELF-PUBLISHED:

Of the options above, I chose to publish on two sites directly (to start): Amazon KDP and Barnes & Noble Press.

Here was my thought process. I have come to understand that one of the more impactful things that can drive sales of your book is a large volume of reviews. I figured if I only published on two platforms to start, it would consolidate purchases and any/all reviews would be on these two platforms. In other words, a higher number of purchases on only two platforms, and, hopefully, a higher number of reviews on those two platforms.

If I had published across many more platforms, it would have spread potential purchases across several platforms. With more options, this could have *possibly* reached more people and driven more sales in a larger mass market, but likely would have resulted in

fewer reviews per platform. In other words, a lower number of purchases across a larger number of platforms, and, consequently, a lower number of reviews on *each* platform.

So I went with the option that I thought would drive a higher number of consolidated reviews (hoping that more reviews will equal more sales).

Example:

Option #1: 500 reviews on Amazon KDP, and 200 reviews on B&N

Option #2: 200 reviews on Amazon KDP, 50 reviews on B&N, 15 reviews on Apple Books, 10 reviews on Kobo, 8 reviews on Smashwords, 2 reviews on Vivlio.

Amazon Kindle Direct Publishing (KDP)

Here is the site: https://kdp.amazon.com/en_US/



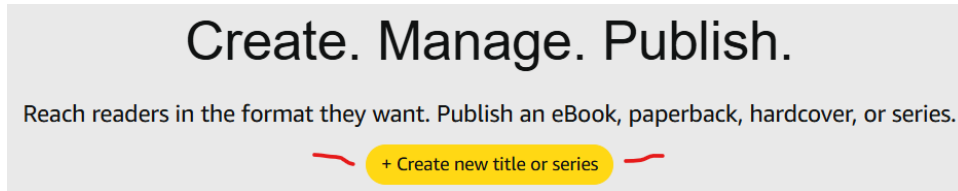
NOTE: if you already have a regular Amazon account (id), you can use that to *Sign in* to Amazon KDP (rather than Joining and creating a new account). This is what I chose to do.

When you register, there are some interesting tidbits in the Terms and Conditions related to royalties, so I encourage you to read those!

Following are notes I captured to add my book to KDP. NOTE that I didn't include every step below—only those that were less obvious and worthy of further explanation.

- Went to **Your Account** at the top:
 - Filled in all my Identity and Account information (including bank information for royalty payments).
 - Completed the Tax Information. This step generated the W-9 tax form (signed electronically). I believe this is so Amazon can report all payments and provide a tax statement at year end (tax form 1099-NEC or 1099-K, which is required from Amazon if they pay you more than \$600). Companies ask independent workers and freelancers for this W-9 form so they can report yearly pay to the IRS.
- TIMING:

- I started this process a little over a month prior to the date I actually wanted to launch/publish my book. I figured this would give me plenty of time to order proof copies and make sure everything was ready to go ahead of time.
- Clicked on **Create new title or series** to begin:



- **KINDLE EBOOK:**
- I started with Kindle eBook, so clicked **Create eBook**. Again, following are just some additional notes that were maybe not terribly obvious as I stepped through the process.
- **Kindle eBook Details** fields:
 - Contributors: I didn't add any.
 - Description: I used the same short description that is on the back cover of my book.
 - Left the Reading Age blank (mine was an adult horror novel).
 - Primary Marketplace: Amazon.com
 - Categories (I chose 3):
 - Literature & Fiction > Horror > General
 - Mystery, Thriller & Suspense > Suspense > Horror
 - Literature & Fiction > Literary Fiction > Psychological
 - Keywords (these are the 7 I created—I also search for them on the Amazon website to see what popped up):
 - horror books
 - horror novels
 - horror fiction books
 - psychological horror books
 - horror suspense thriller books
 - literary horror
 - psychological thriller books
 - Pre-order:
 - Again, I started this process well ahead of when I actually wanted to release/publish. However, because this was my debut novel (and I didn't really have a "following" already established), I didn't think putting it in pre-order was a good idea. I wanted to wait until actual launch date.

- Thus, the only option was to select **I am ready to release my book now**. I then went on in the setup (next steps below), but in the end, I just saved all of this in draft and then completed it a few days ahead of my actual launch date.
 - I then clicked **Save and Continue**.
- **Kindle eBook Content:**
 - Manuscript:
 - I uploaded the finalized ePub file of my manuscript. Got message that it “uploaded successfully”, and “Processing your file...”
 - Would you like to apply Digital Rights Management (DRM) to your files?
 - I selected **NO**. From everything I read, this allows people to download your book in ePub from Amazon, and then load it into whatever reader they want (not just Kindle products). So it gives more flexibility for user. Possible added risk of them then sharing the file with others, but it sounds like bypassing DRM is pretty easy anyway if they wanted to.
 - **ONCE PUBLISHED:** a reader who orders the eBook can read it on their Kindle. OR log onto Amazon, find their eBook purchase, open **Manage Your Content and Devices**, click **Content** tab, find the eBook and click More Actions. There should then be an option to **Download EPUB/PDF**.
 - Kindle eBook Cover:
 - I selected **Upload a cover you already have**, and then uploaded my cover jpg. Got message “Cover uploaded successfully. Processing your file...”
 - Kindle eBook Preview:
 - I clicked on **Launch Previewer**. It then pulled up the manuscript, and I reviewed. It did actually catch one spelling error that remained and slipped through all my editing!
 - Kindle eBook ISBN:
 - I added the eBook ISBN I had purchased and assigned to my eBook.
 - Accessibility Features:
 - I checked the box **I don’t know if my informative images...**
 - I clicked **Save and Continue**.
- **Kindle eBook Pricing:**
 - Kindle Select Enrollment: I chose to NOT enroll in this, as I was also publishing my book on Barnes & Noble.

- Territories: All territories (worldwide rights)
- Primary Marketplace: Amazon.com
- Pricing, Royalty, Distribution:
 - Checked **70%** (for this, eBook must be priced between \$2.99-\$12.99)
 - I went with **\$5.99** for my initial price on Amazon.com. It then calculated all the other Marketplaces. Here are Royalty calculations for my book:
 - Royalty calc: $0.70 \times (\text{List Price} - \text{appl. VAT} - \text{Delivery Costs}) = \text{Royalty}$
 - $0.70 \times (4.99 - 0 - 0.08) = \$3.44$
 - $0.70 \times (5.99 - 0 - 0.08) = \mathbf{\$4.14}$
- I THEN DID A FINAL **SAVE AS DRAFT** AT THIS POINT, AND WAITED UNTIL A FEW DAYS BEFORE MY DESIRED PUBLISH DATE.
- **Once I was ready to publish**, I went back into this eBook set up, and at the end clicked **Publish Your Kindle eBook**
 - It said it could take up to 72 hours to go live, so I did this about 3 days prior to the day I wanted to launch.
 - **It took about 48 hours for my eBook to go live and available on Amazon. I got an email once it was published live.**
- **KINDLE PAPERBACK:**
- Back on the main page, my book now shows up under my Bookshelf. My eBook showed up as a Draft. I then clicked on **+ Create paperback.**
- **Paperback Details** fields:
 - Most fields were the same as eBook, and were pre-populated from my eBook entries (above).
 - Categories (I chose 3). Some were slightly different than offered under eBook:
 - Literature & Fiction > Genre Fiction > Horror > Psychological
 - Literature & Fiction > Genre Fiction > Horror > General
 - Mystery, Thriller & Suspense > Thrillers & Suspense > Psychological Thrillers
 - Publication Date: Publication Date and Release date are the same
 - Release Date:
 - Again, I started this process well ahead of when I actually wanted to release/publish. I could have set a Release date here, but I chose to select **Release my book for sale now**. I then went on in the setup (next steps below), but in the end, I just saved all of this in draft and then completed it a few days ahead of my actual launch date.

- I then clicked **Save and Continue**.
- **Paperback Contents** fields:
- **NOTE:** most of the things set here were determined in all of my pre-publishing work with formatting, cover design, etc. So I made sure these were all set correctly to match my pre-work.
 - ISBN: I checked **Add your own ISBN**.
 - I then added the ISBN I purchased and assigned for my Paperback (different from the ISBN I assigned to my eBook). NOTE: in this field you apparently add it without any of the dashes.
 - Publisher (e.g. imprint): **S. M. Pollack** (NOTE: this is what I input for “Company Name” when purchasing the ISBNs from Bowker—my pen name. Bowker stated that this is what Amazon KDP refers to as the “imprint”).
 - Print Options:
 - Ink and Paper Type: I chose **Black and White interior with cream paper**.
 - Trim Size: **5.5 x 8.5**
 - Bleed Settings: **No bleed**
 - Cover finish: I chose **Matte**
 - Manuscript:
 - I uploaded the PDF file of my formatted manuscript.
 - Book Cover:
 - I checked **Upload a cover you already have**, and uploaded the PDF file of my formatted front/spine/back book cover. NOTE: because the file was fairly large, it took several minutes for the upload to fully complete and process before it showed up.
 - My cover did NOT include a barcode, so I left that unchecked. Amazon will add a barcode upon printing.
 - Book Preview:
 - I clicked **Launch Previewer**, and it pulled up my entire book view, including the cover. I went through each page assuring everything fit within the dotted lines on each page (though I’m sure it would have produced an error if anything did not fit their guides).
 - It all looked fine, so I clicked **Approve**.
 - Summary:
 - After approving the preview, it then showed this Summary section which outlined my print costs based on the configs I selected. My printing cost was **\$4.85**.

- Request a book proof:
 - I clicked **Request Proof**. THIS IS WHY I DID ALL OF THIS A MONTH IN ADVANCE OF WHEN I PLANNED TO ACTUALLY PUBLISH (SO THAT I COULD ASSURE THE PROOFS AND EVERYTHING LOOKED GOOD!).
 - It then lets you order up to 5 Proof copies. Once confirmed, it gives this message: *Within 4 hours of submitting your request, we will setup your proof copy and you will receive an email with a link to complete your proof order. Please complete your purchase within 24 hours of receiving this email. You will now be redirected to your Content page where you may proceed with publishing if you wish. Your proof copy will be printed using your current draft version. To view changes made after you click “Confirm Proof Request,” you will need to order another proof.*
- Back on the Contents page, I then clicked **Save and Continue**.
- **Paperback Rights & Pricing** fields:
 - Territories: All territories
 - Pricing, Royalties, Distribution:
 - I went with a List Price of **\$13.98**. This qualified for the 60% royalty, which came to **\$3.54**. It automatically calculated the figures for the other territories.
 - Just trying other prices, if I set the List Price at \$12.99, and factoring in my print configs, my royalty would be \$2.94 (minimum price would have to be around \$9.70 to just break even and cover costs). At \$11.99, it would be \$2.34. Each \$1 change in List Price adds/subtracts \$.60 to the Royalty.
 - Based on my research and other suggestions, I chose to NOT check the box for **Expanded Distribution**. If I later want to try and get my book into physical bookstore, libraires, etc., then I will probably look to upload directly to Ingramspark. Seems that may be a better option. Sounds like many places do not order print copies from Amazon anyway.
 - I THEN DID A FINAL **SAVE AS DRAFT** AT THIS POINT, AND WAITED UNTIL A FEW DAYS BEFORE MY DESIRED PUBLISH DATE.
 - **Once I was ready to publish**, I went back into this Paperback set up, and at the end clicked **Publish Your Paperback Book**
 - I did this about 3 days prior to the day I wanted to launch.
 - It gave message: Your book will be checked against KDP’s guidelines. During this time, you won’t be able to make changes to your book.

After passing review, we'll send you an email. It can take up to 72 hours before your book becomes available on Amazon. For low-content books, it can take up to 10 business days. Books with a scheduled release date will be made available on the date you specified.

- On the main page, it then showed both my eBook and Paperback with a status of **In Review**.
 - **It took about 48 hours for my Paperback to go live and available on Amazon. I got an email once the Paperback went live.**

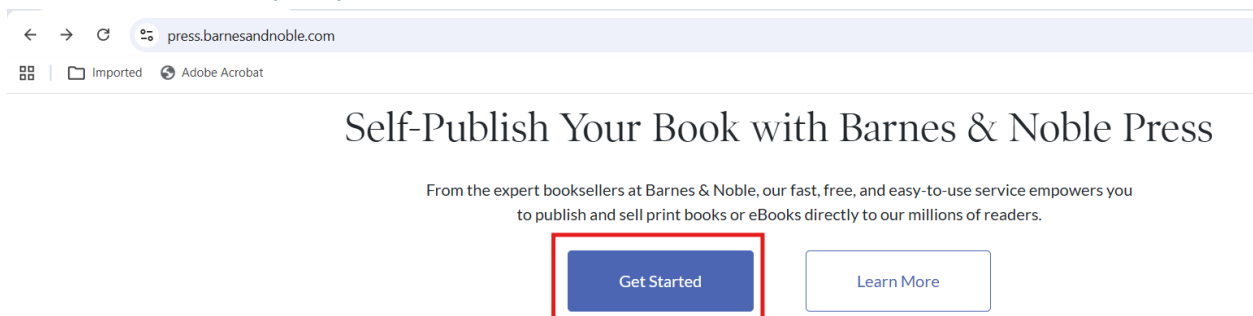
- **Amazon Author Central—Set up Author Bio/Profile:**

- <https://author.amazon.com/>
- Do this **AFTER** you publish your book!
- Amazon Author Central is a free platform that allows published authors to create, customize, and manage their official Author Page across Amazon marketplaces.
- You use Amazon KDP to publish, price, and distribute your books, while you use Amazon Author Central to claim your published books and manage your public author profile, bio, and photo.
- Key Uses and Features:
 - **Manage Author Profile:** Add and update your author biography, headshots, and photos so they appear on your Amazon author page and book product listings.
 - **Link Your Books:** Connect all books written under your name into a single, centralized bibliography and virtual bookshelf.
 - **Add Editorial Reviews:** Upload professional endorsements, book reviews, and awards directly to your book's product details page.
 - **Share Media:** Publish videos (such as interviews or book trailers) and sync blog feeds or event calendars.
 - **Track Performance:** View sales data, tracking trends, customer reviews, bestseller rankings, and your number of followers.
 - **Connect with Readers:** Allow readers to "follow" your profile so they receive automatic updates or recommendations when you release a new book.
- **How to Set up Your Profile and Claim Books:**
 - **Publish a book first:** Your book must be live and listed on Amazon before you can claim your page.

- Go to Author Central: Visit Amazon Author Central and sign in using your normal KDP or Amazon account credentials.
<https://author.amazon.com/>
- On the first page, in the search box, I entered my author name. It pulled up my book in the listing. I confirmed and joined under my author name.
- I went to my Profile, and added my Bio and Photo.
- I went to Books tab: Search for and add your published books to your account so Amazon links them to your profile.
- It usually takes a day or two for the biography to appear on your book product pages

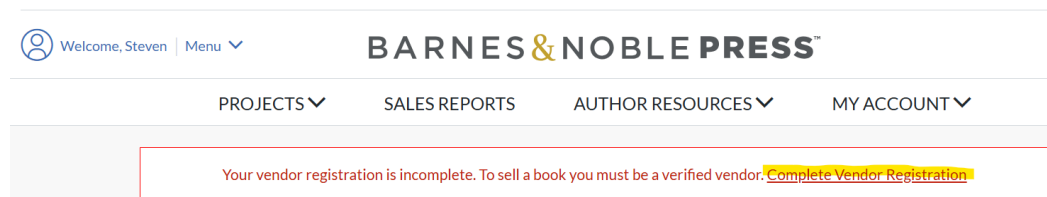
Barnes & Noble Press (B&N Press)

Here is the site: <https://press.barnesandnoble.com/>



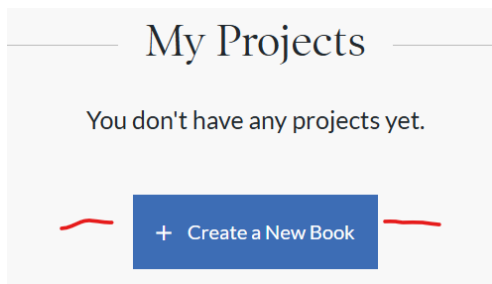
Following are notes I captured to add my book to B&N. **NOTE** that I didn't include every step below—only those that were less obvious and worthy of further explanation.

- After logging on, I completed my Vendor Registration:



- Here are just a few notes on the Vendor Registration:
 - Taxpayer Type: Individual/Sole proprietor

- I set up my account connected to a checking account (to receive payments)
- When you submit for verification, it generates a W-9 tax form for you. Verify all information is correct, then Submit.
 - After submitting, at the top you should see your Vendor Status. All items (Taxpayer, Banking, W-9 form) should all show **Pending**.
- I believe the W-9 form is so B&N can report all payments and provide a tax statement at year end (tax form 1099-NEC or 1099-K, which is required from B&N if they pay you more than \$600). Companies ask independent workers and freelancers for this W-9 form so they can report yearly pay to the IRS.
- I got an email once my Vendor Account was approved. If you look at your account, everything should then be listed as Approved. Is completed in about 30 minutes for me (though the W-9 form took longer to approve).
- Once all is completed and approved, you are then set up to begin receiving royalties from book sales.
- **TIMING:**
 - I did this after completing the Amazon KDP steps above. I started this process a little over a month prior to the date I actually wanted to launch/publish my book. I figured this would give me plenty of time to order proof copies and make sure everything was ready to go ahead of time.
- Clicked on **Create a New Book** to begin:



- **EBOOK:**
- I started with the eBook.
- I chose NOT to do Pre-Order.
- **INTERIOR:**
 - Upload Interior: I clicked **Select from My Computer**, and then selected my formatted ePub file.
 - Does your interior file include your cover: I selected **NO**, as mine did not (my cover file was separate).
 - It took a minute to upload, and then brought it up in the Reviewer/Previewer. I made sure it looked fine, and then checked **I have reviewed and approved my manuscript**.

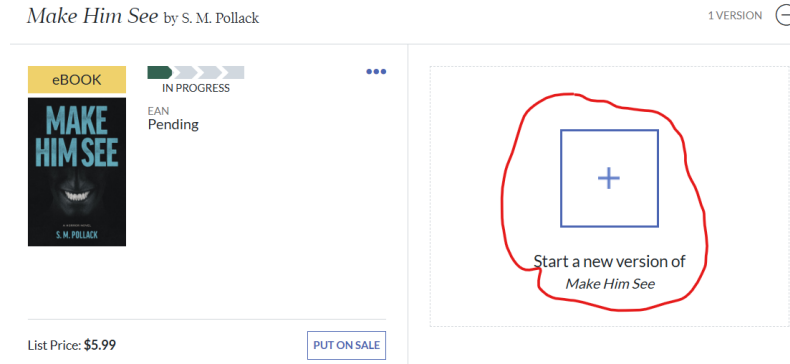
- I then clicked **Save & Continue**.
- Sample Preference:
 - I debated choosing specific chapters, but ended up just going with **Choose the Default Sample**.
 - I then clicked **Save & Continue**.
- COVER:
 - Upload your Cover File: I clicked **Select from my computer**, and uploaded my front cover jpg file. NOTE: they only allow jpg up to 2MB in size. Mine was larger, so I had to create a file version that was smaller.
 - After adding the Cover Image to the ePub, it didn't show the cover image on the screen. When I downloaded the ePub and viewed it in a reader, the cover image showed up as a question mark, but when I touched it, it opened the image. It seems this is the best that can be done within the ePub file. When I go back out to the main screen and look at My Projects, the cover image does show up there.
 - I clicked **Save & Continue**.
- BOOK DETAILS:
 - Publication Date: it seems it would only let me set the current date or earlier (not sure why). I wasn't ready to publish yet. So I just left it at the current date. Per below, I will only save this in Draft until I am ready to publish.
 - Default Book Description: I used the same short description that is on the back cover of my book. I made sure it was all formatted correctly (use the Preview tab).
 - I clicked **Save & Continue**.
- AUTHOR & CONTRIBUTORS:
 - I added myself as the Author, and added details. **You are able to add an Author Bio here!**
 - I clicked **Save & Continue**.
- SELECT YOUR TARGET AUDIENCE:
 - Audience: I went with **General Adult**.
 - Categories (I selected 5):
 - Horror > Horror – Lost, Abandoned, Alone (this was Primary)
 - Horror > Psychological Horror
 - Horror > Horror – Inner Demons
 - Thrillers > Psychological Suspense
 - Thrillers > Suspense Fiction
 - Keywords:

- horror books, horror novels, horror fiction books, psychological horror books, suspense books
- I clicked **Save & Continue**.
- RETAIL PRICE:
 - I went with **\$5.99** (same as I set on Amazon KDP).
 - It calculated my 70% Royalty at **\$4.19**.
 - NOTE that they said the price can never exceed the price set at another seller (so I can't have the price here on B&N higher than Amazon KDP).
 - I clicked **Save & Continue**.
- RIGHTS & OTHER INFORMATION:
 - Do you want DRM encryption: I selected **No** (same as I did on Amazon).
 - ONCE PUBLISHED, I did not see any option to download the eBook file as an ePub/PDF. It appears to me (and everything I read), that B&N doesn't allow any options to view the eBook outside of the Nook atmosphere (can only view in a Nook, Nook app, etc.). So not exactly sure why they even ask if you want DRM?!
 - Is the content in this book in the public domain: **No** (I own the copyright)
 - Do you have an eBook-specific ISBN: **Yes**
 - I entered the ISBN I assigned to my eBook (the same ISBN that I used on Amazon for eBook).
 - I clicked **Save & Continue**.
- EDITORIAL REVIEWS:
 - I didn't add any
 - I clicked **Save & Continue**.
- REVIEW & PUBLISH:
 - I THEN DID A FINAL **SAVE AS DRAFT** AT THIS POINT, AND WAITED UNTIL A FEW DAYS BEFORE MY DESIRED PUBLISH DATE.
 - **Once I was ready to publish**, I went back into this eBook set up, and at the end clicked **Put on Sale**. First update the **Publication Date** to current date (left it in August per above when I put in the details)!
 - I did this 3 days prior to when I wanted to publish.
 - It gave this message: You are about to place your book on sale! It may take up to 72 hours for your title to appear on BN.com. When your book goes on sale, your project status will update accordingly.
 - You will also get this message at the top: You're currently unable to edit this book because your book is being processed for sale.
 - On the main page, it then showed my eBook with a status of **PUBLISHING>>>Pending**.

- I received an email within a few hours that my eBook had gone live for purchase on B&N. So eBook was quite fast.

- **PAPERBACK:**

- I went back out to the main page and **My Projects**. My eBook showed up as IN PROGRESS. I then clicked on **Start a new version of Novel Name**



- Then I clicked on **Print**.
- I selected **NO** for pre-order.
- **BOOK SIZE AND TYPE:**
 - Estimated Page Count: 301-350
 - Page Size: 5.5" x 8.5"
 - Interior Print Color: Black & White
 - Cover Format: Paperback
 - Cover Finish: Matte
 - Paper Color & Weight: Cream (50lb)
 - It then calculated my print cost at: **\$5.46**
 - I clicked **Save & Continue**.
- **INTERIOR:**
 - I clicked **Skip to Upload Your File**.
 - Upload Your Interior File: I clicked **Select from my computer**, and then uploaded my formatted PDF file.
 - I then pulled up the manuscript in the Reviewer. I went through each page to make sure all looked good. I then checked the box for **I have reviewed and approved my manuscript**.
 - I clicked **Save & Continue**.
- **COVER:**
 - I clicked **Upload Full Cover File**.
 - I clicked **Save & Continue**.
 - I clicked **Skip To Upload Your File**. I then selected my full cover formatted PDF of the front/spine/back. Luckily they did not seem have a file size limit

for this cover (mine was 41.4MB). Also...the dimensions they suggested (for my 5.5 x 8.5 cover) were slightly different than the specifications from Amazon KDP. However, once the cover came up for review on the screen, all of my cover images, text, etc fit within their guides, so I assumed all was good.

- I checked the box for **I have reviewed and approve my cover.**
- I clicked **Save & Continue.**
- **BOOK DETAILS:**
 - Publication Date: it seems it would only let me set the current date or earlier (not sure why). I wasn't ready to publish yet. So I just left it at the current date. Per below, I will only save this in Draft until I am ready to publish.
 - Other fields were pre-populated because this paperback was attached to the eBook details I already completed.
 - I clicked **Save & Continue.**
 - Author & Contributors:
 - Was pre-populated from eBook details.
 - I clicked **Save & Continue.**
 - Target Audience, Categories, Keywords:
 - Were all pre-populated from eBook details.
 - I clicked **Save & Continue.**
 - Book Retail Price:
 - I believe the minimum acceptable price was **\$14.99**, and that is what I set the price at (slightly higher than my price on Amazon KDP).
 - At this price, with the 55% Royalty minus printing cost, my Royalty was calculated at **\$3.12.**
 - I clicked **Save & Continue.**
 - Rights & Other Info:
 - Most were pre-checked based on eBook details.
 - Do you have an existing version of this title available for sale on BN.com via another distributor? **No**
 - I clicked **Save & Continue.**
 - Editorial Reviews:
 - I didn't add any
 - I clicked **Save & Continue.**
 - ISBN:
 - Do you have an ISBN for this print book? I checked **Yes**, and then entered the ISBN I assigned to my Paperback (the same ISBN that I used on Amazon for the paperback).

- I clicked **Save & Continue**.
- REVIEW SUMMARY:
 - I reviewed all the information. At the very bottom, under **Would you like to order a copy of your book before putting it on sale?**, I clicked **Submit for Approval**.
 - I received message: “Submitted for Approval. Once our editors approve the formatting and details, we'll send you an email notifying you that your book is ready to be ordered. You can make updates to your project after the review is complete.”
 - I THEN DID A FINAL **SAVE AS DRAFT** AT THIS POINT, AND WAITED UNTIL A FEW DAYS BEFORE MY DESIRED PUBLISH DATE. UNDER THE MAIN SCREEN, UNDER “MY PROJECTS”, BOTH MY EBOOK AND PAPERBACK NOW SHOW UP.
 - Once I was ready to publish, I went back into this Paperback set up, and at the end clicked **Put on Sale**. First update the **Publication Date** (left it in August per above when I put in the details).
 - I did this 3 days prior to when I wanted to publish.
 - It gave this message: You are about to place your book on sale! It may take up to 72 hours for your title to appear on BN.com. When your book goes on sale, your project status will update accordingly.
 - You will also get this message at the top: You’re currently unable to edit this book because your book is being processed for sale.
 - On the main page, it then showed my Paperback with a status of **PUBLISHING>>>Pending**.
 - **It took about 48 hours for my Paperback version to publish live and available on B&N. I didn’t get any email or notification that it went live.**
- AUTHOR BIO/PROFILE:
 - I added an Author Bio as part of the set up above, and once it is published for sale on the B&N site, that does show up in the details for the book under “About the Author”. But I couldn’t find anywhere (even under **My Account-Profile** or anywhere else) to add a photo. The only thing I was able to find was this:
 - Author bios, or “Meet the Author” summaries, can be submitted via email to titles@bn.com
 - So could try submitting bio and photo to the email above, and it perhaps may provide a more detailed bio on the site.
 - Include the Book title and ISBN (both eBook and Paperback) in the email so they know who to link it to.

Other Notes

- **NOTE! Once I published my ebook/paperback, I went back into Bowker/MyIdentifiers and updated the price and status for each ISBN under My Account, and also set the Title Status as Active Record on my Publish date.**
 - From what I read, this wasn't necessary. The ISBN stays the same even if the price changes (it identifies the specific product and format, not its cost). Changing the price never requires buying or assigning a new ISBN.
 - While optional, updating the price on Bowker/MyIdentifiers ensures libraries, bookstores, and bibliographic databases have your current retail information.