Guidelines and Enrolment Form
Taking a hands-on approach, this online course will guide you through a professional quality self-publishing process, including briefing a cover design, typesetting and creating digital files, establishing ebook and print on demand distribution, and the fundamentals of marketing your book. Throughout, you'll receive support and feedback from the tutor, publishing consultant Joel Naoum.

When you have successfully completed the course, your book will be available for sale globally in ebook and print on demand formats. *The course does not include the cost of book printing.*

To enrol, you must have a completed, edited and proofread English-language manuscript in Microsoft Word format ready for publication without need of any further edits or changes as of the start of the course. Your manuscript must be primarily text; some B&W photos/illustrations can be included, but this course is not suitable for illustrated or picture books.

This course has seven lessons delivered over 14 weeks. See the course schedule for lesson content details.

You will be required to complete specific tasks by deadline. Please expect to spend an average of three to four hours per week on course tasks.

Key details
14 weeks online, 23 August to 26 November 2021

Course cost
Non-member $1850 | **Member** $1575

Cost includes these external service fees
Digital conversion	$130
Print typesetting	$200
Print + ebook cover design	$550
ISBNs	$15
TOTAL	**$895**

Please note
- **The course does not include** the cost of printing your book.
- The cover design costs include up to three proposed concepts, and once a concept is agreed on, up to three rounds of amendments.
- There is an **additional cost** of approximately $68 for print on demand (POD) distribution: this must be paid on the author's credit card.

Frequently Asked Questions

Why does this online course have a specific start date?
This is a tutor-led course. The tutor will post seven lessons over 14 weeks, providing step-by-step instructions and advice on how to self-publish your book. As you complete each task, you will receive assistance and feedback from the tutor as needed.

How much time will the course take?
Please expect to dedicate three to four hours to coursework each week, on average.

What level of computer skills do I need for this course?
You'll need confidence using computer software. If you can log in and navigate a website like Facebook, and you know how to copy and paste text, you should be able to use our online classroom and complete the self-publishing tasks.

Why do I need to have (or have access to) Microsoft Word?
The typesetter requires Microsoft Word files.

Who can enrol?
Anyone residing in English-speaking countries, with competent English language skills and a manuscript predominately in English (due to typesetting restrictions). Please note, submission deadlines are based on the time zone for Sydney NSW (AEST).

What are the external service costs? What am I paying for?
- **Digital conversion**: The typesetting team takes your manuscript and converts it into an XML-based digital format that can then be used to output different ebook formats that might be needed, including EPUB and MOBI.
- **Print typesetting**: Typesetting team lays out your manuscript as a print-ready PDF, ensuring the book is properly paginated and free of common typesetting issues.
- **Print + ebook cover design**: this is the cost for a professional graphic designer with book industry expertise to produce up to three proposed concepts, and once a concept is agreed on, up to three rounds of amendments. We have negotiated a group discount, giving you a professional quality cover at a better price.
- **ISBNs**: Two ISBNs will be provided per manuscript, one for ebook format and the other for print on demand (POD) format. ISBNs are used to uniquely identify your book to retailers. Their full use and why you need them will be covered in the course.

I have two completed manuscripts – can I use both in this course?
The course costs cover the publication of one manuscript only.

Why can't I make changes to my manuscript after the course starts? What if I find typos?
There will be an opportunity to fix *very small single-word typos*. However, changes on a larger scale won't be possible to fix. This is because once a book is typeset, any changes can cause run-on issues to the flow of the pages – these are time consuming and costly to fix. So you must finalise the content of your book *before* starting the course.

Is there a maximum length for the manuscript?
If your manuscript is more than 200,000 words in length, please get in touch with us to discuss.

Is there a minimum length for the manuscript?
The minimum length is 30,000 words.

Can I include quoted material in my book, such as song lyrics?
While you are welcome to include material like this, you must seek and gain permission to use this material before you start the course. Read more about it here: http://virginialloyd.com/vblog/using-lyrics-or-an-epigraph-in-your-book-curious-about-copyright

I have images I'd like to use for the cover. Is that possible?
If you have images for which *you own the copyright* and have permission to use globally for commercial purposes, then it may be possible to use them. However, the course will cover hints, tips and strategies for briefing a successful book cover – if you've already pre-selected your image it may not fit with your cover brief after you go through the course material. You're welcome to bring an image you like, but keep an open mind.

Why is the $68 print on demand distribution fee paid separately?
The author needs to pay this on credit card because there are ongoing yearly costs for market distribution from the POD distributor.

After I enrol, when can I access the course?
Our courses are tutor-led and take place on a set schedule. For our instructional courses, you'll receive an invitation to join the course on the start date.

After the course, I'd like to print copies of my book. What is the cost?
It depends. For a standard 90,000-word book using standard options, the printing cost would be approximately $8 per copy, not including shipping and handling or any savings based on ordering in bulk.

What is your cancellation policy?
Your enrolment is non-refundable. If you should wish to withdraw, you must inform Writing NSW at least 14 days in advance of the start of the course to receive a full credit. Withdrawals up to seven days prior to course commencement will be eligible for a 50% credit. Withdrawals in the week prior to the course are ineligible for credit.

Online: Self-Publish Your Book 2021

Enrolment Form
1. Complete and sign this enrolment form
2. Submit your completed form to info@writingnsw.org.au
3. Our staff will be in touch regarding payment

Name	
Address	
Phone	Email
Writing NSW member # (or other state writers' centre)	
Word count (total number of words)	

I have read and agree to the terms and conditions (please check):

☐ I have a completed, edited and proofread English-language manuscript ready for publication.

☐ I understand and will ensure that no further changes will be made to the manuscript after the course start date.

☐ I have access to a computer with internet connection at home.

☐ I am computer confident; I have access to and am familiar with Microsoft Word.

☐ I have an email account and can use an internet browser.

☐ My manuscript is not an illustrated or picture book (but may include some small B&W photos/illustrations).

☐ I have global rights to my manuscript and understand the distribution for my book will be global.

☐ I have a credit card to pay the $68 POD distribution costs.

☐ I acknowledge that in order to successfully complete the course, it is necessary to attend all sessions, complete the homework between sessions, meet production deadlines and follow all instructions.

☐ I acknowledge that the cost for the cover design includes
  ▪ up to three proposed concepts
  ▪ up to three rounds of amendments to the chosen concept
  and that any additional changes I request will be charged at an hourly rate.

☐ I understand that at the end of the course, I will have print and digital files ready for publishing and the tools to arrange the publishing and distribution of my manuscript, but that the cost of printing books is my responsibility.

☐ I understand that my enrolment is non-refundable, and that if I provide notice of my withdrawal 14 days' or more before the course start date, I can receive a full credit; if I provide between seven and 14 days' notice, I will receive a 50% credit. Withdrawals in the week prior to the course are ineligible for credit.

☐ I understand that, in the event of unforeseen circumstances, Writing NSW may need to reschedule or cancel this course, in which case I can request a refund.

_____   _____/_____/_____
Signature   Date