

The Author's Assistants

Supporting authors from manuscript to publication to promotion.



Manuscript Preparation

- ▶ Transcription Services (Interviews or Manuscript)
- ▶ Inventory Author's Source Documents and Intellectual Property
- ▶ Audience Research
- ▶ Layout & Design
- ▶ Cover Design
- ▶ Proofreading
- ▶ Editing
- ▶ Fact Checking and Research
- ▶ Obtain Permissions
- ▶ Coordinate Audience & Peer Reviews
- ▶ Research Publishers
- ▶ Competitive Analysis
- ▶ Organize Peer and Audience Reviews

Printing Coordination & Distribution

- ▶ Coordinate Self Publishing
- ▶ Obtain ISBN Numbers and LLCN Registration
- ▶ Copyright Registration
- ▶ Prepare Manuscript to Publisher's Standards

Marketing and Promotion Management

- ▶ Create Marketing Strategy include Social Media Campaign (HOT!)
- ▶ Book Advance Copies
- ▶ Gather Reviews & Testimonials
- ▶ Set Up Virtual Book Tours
- ▶ Blog Set Up & Maintenance
- ▶ Podcast Recording, Editing & Maintenance
- ▶ Website Design & Maintenance
- ▶ Track Sales
- ▶ Enter Award Competitions
- ▶ Launch Amazon Bestseller Campaign

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