



Never Alone Publishing Process

This document is a reference guide to the Never Alone Publishing Process.

1. **Contract.** Your Contract is created with the Publishing Options chosen; Review, Sign, and a Return with Payment.
2. **Manuscript.** Complete and Submit your Author Information Sheet with the other items needed such as interior photos, images, author photo and bio, acknowledgements and/or dedication page, along with your Final Manuscript.
3. **Book Cover.** Your cover design is created, or your own cover is reviewed.
4. **Formatting.** The formatting of your manuscript for your contracted book type.
5. **Initial Review.** Your book is presented for Initial Review.
6. **Final Review.** Your corrected book is presented for Final Review.
7. **Upload.** Final version of your book is uploaded as well as the information provided on your Author Information Sheet.
8. **Publish.** Once you approve final format, your books is approved for publication. Congrats!
9. **Final Files.** Your publishing files belong to you. Instructions are sent on how to use them.
10. **Announcement.** Never Alone Publishing releases a “new pub” announcement.

11. Testimony. We ask for a testimony about your experience with Never Alone Publishing.

12. Next Format. If your contract is for multiple book formats, the process starts again with number 3.

Your book is unique! Based on your project and contracted services, your publishing process may be different from what is outlined in this document.

Your Project Coordinator will communicate any necessary changes throughout the process.

What to Expect when Publishing with Never Alone Publishing



Never Alone Publishing is your guide on the side, your one-stop shop in getting your book published.

We offer a full-service package from experts in the publishing field who care about you and your story and walking with you to achieve quality and excellence.

That's right—no matter how confident you are that your manuscript is error-free, there are mistakes in there. It's understood and accepted in the publishing industry.

At Never Alone, it's our job and mission to catch those errors and set your manuscript on the journey it was meant to be for your readers. Pleasant. Rewarding. A joy to read, from the outside to the inside. From the beginning, the middle, to The End.

The kinds of mistakes editors catch are not life threatening, but they make the difference between a professional book and one that comes across as amateur.

Editing is a process, it takes time. We work with estimated turnaround times because each manuscript is its own flavor of goodness. Each edit will require an author review and approval before the manuscript can move to the next editing stage.

When thinking about editing, imagine your manuscript is a pet that needs to be groomed. It's a beautiful story that still needs to be shaped into the lovely masterpiece that it is.

Developmental Editing

Developmental or Content Editing handles the “big picture” details of your manuscript. It's the dog groomer, checking for appropriate genre structure, characterization, plot, dialogue, and theme. This editor verifies that your manuscript is completely organized and reads well, that it is believable and meets the readers' needs.

Your developmental editor will read through your manuscript, making comments on strengths and growth areas. The editor will also create an Editorial Letter, which highlights to “big picture” story details and where you can improve the story. The Letter will have some examples, suggestions, and additional resources for you.

After receiving the editorial letter and manuscript with comments, if you'd like to talk for 30 minutes about your manuscript's strengths and growth areas via video chat or phone, this option is available. You and your editor can also discuss ways to improve your writing, and what steps you need to take next to achieve your long-term goals. *Any additional or follow-up conference time will be billed per billable hour.

This content edit ensures the entire work is clearly mapped out, whether it is a work of fiction or nonfiction, including:

- solid plot from beginning, middle, and end
- characters, setting, dialogue, scene, theme, conflict
- overall message and context of story
- narrative voice and character voice
- consistency in dialogue and prose and character motivation
- trajectory of chapter beginnings and endings
- sensitivity reader suggestions

Copyediting

When you have a finished manuscript—and we mean completely finished, not one that's close to done or has a few gaps to fill in—it's time to hire a copyeditor.

A copyeditor handles the “small details” within your manuscript. Copyediting will ensure correctness, accuracy, and consistency. Like the dog groomer placing that bowtie or hairbow after a fresh bath or grooming, your copyeditor will meticulously go through your book and find the spelling, punctuation, and grammar mistakes.

A copyeditor will also check that your book follows the publishing industry standard style guide appropriate for your genre.

Copyediting includes:

- Editing for grammar, spelling, punctuation, usage, syntax, hyphenation, and capitalization
- Checking for consistency and continuity of mechanics and facts, including anachronisms, character names, and relationships
- Editing tables, figures, and lists
- Notifying designers of any unusual production requirements
- Developing a style sheet or following one that is provided
- Correcting or querying general information that should be checked for accuracy
- Checking front matter, back matter, and cover copy
- Consistency of proper-noun spelling
- Dialogue tagging and punctuation
- Letter, word, line, and paragraph spacing
- Logic of timeline, environment, and character traits

- Standard document formatting
- Checking web links
- Following the style sheet appropriate for genre or house style sheet

That's right—no matter how confident you are that your manuscript is mistake free, there are mistakes in there.

The kinds of mistakes copyeditors catch are not life threatening, but they make the difference between a professional book and one that comes across as amateur.

Proofreading

Proofreaders are more than typo hunters. Proofreaders straighten the bowtie or hairbow, making your story gleam pretty.

Your proofreader will meticulously review and fix errors in the final manuscript proof to make sure the grammar, spelling, punctuation, and format are consistent and accurate against your manuscript's style guide.

Proofreading includes checking for:

- Consistency of spelling, punctuation, grammar
- Consistency of layout problems such as indention, line spacing, inconsistent chapter drops, missing page numbers, font and heading styles
- Minor mechanical errors (such as spelling mistakes or deviations from style sheet)
- Consistency and accuracy of elements in the material (such as cross-references, running heads, captions, web page heading tags, hyperlinks, and metadata)
- Inserting page numbers or checking them against content and page references

Proofreading checks the manuscript after editing and is not a substitute for editing.

A proofreader isn't looking to fix your content—a proofreader is looking to correct any errors they may see, and to ensure your manuscript is sharp and shiny.

That's why some confusion exists about how copyediting and proofreading are different. If you want to break it down, here's an easy way to remember the difference:

Copyeditors catch all the mistakes the author missed.

Proofreaders catch all the mistakes the copyeditor missed.

The proofreader is the last stop in the editing process before the manuscript goes to typesetting.

Typesetting / Formatting

Typically done in Microsoft Word or InDesign, the pages will be typeset according to the book's trim size (how you want your published book to look).

Each chapter heading, line, and word will be formatted so that the inside of your book will look like it came right off the bookstore shelf. We will then share a final proof copy with you for review, and we will also proofread the typeset file, which is described next.

Cover Design

Your cover designer will work with you to design a cover that matches the overall look and feel of your story. You want your cover to represent your story well and to attract readers, even when they're browsing the online site or the bookshelf.

Publishing / Uploading

We will take the typeset file and upload the raw files to be printed for paper copy, or to be uploaded to an online platform, like Amazon Kindle. We can create an Amazon author account and profile to help you establish your professional writing career.

The types of publishing services we use include:

- Print on Demand (POD)
- eBook
- Uploading
- Amazon KDP
- IngramSpark
- Draft2Digital (D2D)

Never Alone Publishing is your guide on the side not a sage on the stage.

We want you to have an exceptional experience and have a book you can be proud to show off.

We are here to help you develop and edit your manuscript so that it is a product you can be proud to show off—and one that will capture your readers' attentions and give them an excellent reading experience.

We work with estimated turnaround times because each manuscript is its own flavor of goodness.

Important Note

No work can be started on your project until ALL requested information is received.

Delays in exchange of information and responses to email inquiries regarding your project will create a longer publication process.

Requests for additional options and/or changes may increase publication process time and a new time frame will be established for project completion. Additional fees may apply.

Thank you for working with Never Alone Publishing!

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