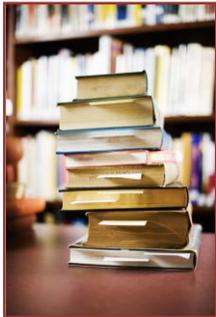


# How to Self-Publish on Amazon's Kindle

Self-publishing through online publishing services is quickly becoming one of the most accessible ways for authors to share their work with the world. Amazon.com offers Kindle Direct Publishing for those seeking an online self-publishing solution.

- [Kindle Direct Publishing Document Requirements](#)
- [Preparing Your Document](#)
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## ***Kindle Direct Publishing Document Requirements***



- A cover image
- Basic information about your book (author, name and title)
- Electronic copy of the book
  - This may include front matter (which may contain a title page, copyright page, dedication, preface, and prologue)
  - This may include back matter (which may contain appendices, indexes, and glossary)

## ***Preparing Your Document for Kindle***

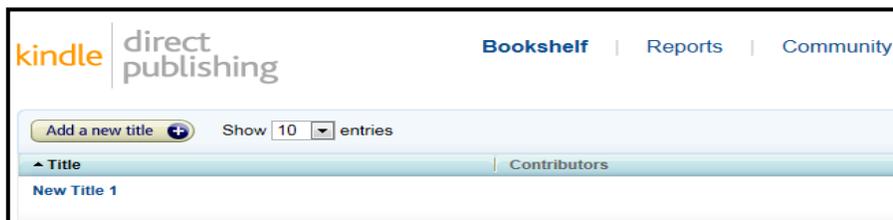
When you upload your document, Kindle automatically re-flows and numbers your pages according to font size and reading settings selected. Consider the following tips when preparing your document:

1. Remove page numbers from book
2. Remove headers and footers
3. Edit your table of contents
  - Make each entry a link to the section it refers to
  - Remove page numbers from table of contents

4. Produce two cover images
  - One full color image for Amazon’s product display page
  - One gray scale image for display as the first page of the book
  - It is recommended that both images measure 500 by 1200 pixels to suit the reduced display size of the Kindle
5. Create an electronic copy of your book
  - This can be in Word, HTML, EPUB, Plain Text, PDF or MobiPocket
  - The preferred method is HTML, word documents can be saved as HTML files

### **Getting Started**

1. Open a web browser and type in <http://kdp.amazon.com>, this will take you to the Kindle Direct Publishing (KDP) home page
2. Create an Amazon account, if you do not already have one
3. Register yourself as an author, you will be asked to provide some personal information including your name, address and other important tax and royalty information
4. Log into your account to access the Kindle Direct Publishing main screen



### **Enter Your Book Details**

1. From the main screen click on the “**Bookshelf**” icon
2. Click on the “**Add a new title**” icon
3. Enter the **book’s name**
4. Enter the **edition number**, if appropriate, along with a brief description of your book
5. Enter all book contributors
6. Scroll down to enter **publishing details** such as the language, publication date, publisher and ISBN number

**Note:** You are not required to have an ISBN number to publish your work on Kindle. If you do not have one, Amazon will give your book an Amazon Standard Identification Number (ASIN).

## **Verify Your Publishing Rights**

1. Identify the **publishing copyrights** you own, if the book is a Public Domain Work, indicate that here

**Note:** Public Domain works fall under different legal rulings. You must indicate that you hold the necessary publishing rights, for all other works.

## **Target Your Book to Customers**

1. Enter **browse and search information**
  - a. Choose up to two subject categories in which your book should be placed
  - b. Add the relevant search keywords

**Note:** Key words are words for people who are searching on the internet for specific subjects to find your book. Five to seven keywords are allowed.

## **Upload Your Book Cover**

1. Scroll down to “**Product images**”
2. Click on the “**Browse**” icon to find your image
3. When you find your file, click on the “**Upload**” icon

**Note:** All images must be in a ‘picture format’ such as TIFF (.tif/.tiff) or JPEG (.jpeg/.jpg).

## **Upload Your Book File**

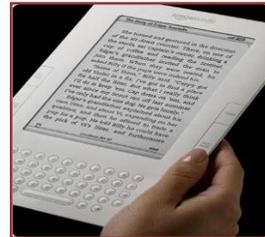
1. Identify the **Digital Rights Management (DRM)** settings for your book
  - DRM determines whether customers are allowed to share your book with another user

**Note:** See lending privileges under Item #5
2. Click on the “**Browse for book**” icon to find your document
3. After selecting your document, click on the “**Upload**” icon, Kindle Direct Publishing (KDP) will convert your file over to the Kindle format
4. Identify **content rights**
  - Indicate whether you have worldwide copyrights or if you only have rights in specific countries.

**Note:** There is a field below this where you can select the countries where you have content rights.
5. Enter your **royalty options**
  - In the US, if your book is priced between \$2.99 and \$9.99 you can select the 70% royalty option

- All 70% royalties must grant lending privileges (DMR) The box marked “lending privileges” will automatically be checked
  - If your book is priced over \$9.99 or under \$2.99 you must select the 35% royalty option
6. Enter the US dollar **list price** of your book
    - The list price is a book’s wholesale price, Amazon sets the retail price
    - Notice that you may need to check the box below for the UK price to be automatically based on the US price
  7. Confirm that you have all the rights necessary to publish the book
  8. Click on the “**Save and publish**” icon
    - It can take from 24-48 hours for English and 2-3 days for non-English books to be published on Kindle

**Note:** See FAQ in Appendix B for causes of why Amazon may reject your book.
  9. Click on the “**Bookshelf**” icon at any time to view the status of your book’s publishing process
  10. Click on the “**Reports**” icon to view your book’s statistics
    - Once your book is published you can click on the “**Reports**” icon anytime to view the number of eBooks you have sold or the amount of royalties you have earned
  11. Click on the “**Community**” icon for support
    - For help on formatting your book for Kindle, publication or for further guidance



## **Appendices**

### **Appendix A**

#### **Tools Needed to Publish on Kindle**

- The only tool that is absolutely necessary is an up-to-date computer with internet access (PC, Mac or Linux).
- Other online tools are available to simplify the conversion process. It is recommended that the author begin with Amazon.

<http://www.amazon.com/gp/feature.html?ie=UTF8&docId=1000234621>

## ***Appendix B***

### **FAQ**

#### Royalties and Other Money Questions:

##### **How much does it cost to publish on Kindle?**

Nothing, there are no fees. However, programs are available for purchase to make the process easier.

##### **When will my royalties be paid?**

When your account balance reaches \$10 or more, funds will be transferred electronically 60 days after the documented month. If you prefer a check, one will be mailed 60 days after the documented month, when your account balance reaches \$100. There is an additional fee for receiving payment by check.

#### Types of Publications:

##### **Can I publish more than just books on Kindle?**

Yes, there are several options:

- Books
- Novels
- Shorts (traditionally known as Novellas) a short novel between 10,000 - 30,000 words
- Poetry
- Magazines
- Newspapers
- Blogs

#### Other Questions:

##### **Can I upload my book from a Mac or a Linux machine?**

Yes, as long as it has the capability to save a Word document in a Plain Text file, preferably HTML.

##### **Can I edit my book after it has been published?**

Yes.

##### **What are the reasons Amazon would not publish me on Kindle?**

- Pornographic, obscene or offensive content.
- Phone numbers, physical mail addresses, e-mail addresses, or website URLs.
- Availability, price, alternative ordering information (such as links to other websites for placing orders), or alternative shipping offers (such as free shipping).
- Spoilers regarding Books, Music, Video or DVD (BMVD) listings (information that reveals plot elements crucial to the suspense, mystery or surprise ending of a story).
- Reviews, quotes or testimonials.

- Solicitations for positive customer reviews.
- Advertisements, watermarks on images or videos, or promotional material.
- Time-sensitive information (i.e., dates of promotional tours, seminars, lectures, etc.).

## ***Appendix C***

### **Resources**

<https://kdp.amazon.com/self-publishing/help>

<http://www.amazon.com/gp/feature.html?ie=UTF8&docId=1000234621>

<http://www.howto-guidebook.com/1332/how-to-publish-a-book-on-the-amazon-kindle-store#ixzz1Nsllz0Qj>