



You can write a book.

Maybe you've said to yourself and others, "I'd like to write a book one day." Believe me it is more difficult than it sounds. But it can be done! With digital publishing, the Internet, word processing, etc. it is more feasible now than it has ever been before. The key is the knowledge of what needs to be done and how to go about doing it.

Here are a few suggestions that may be helpful.

- 1. Decide the premise of the book. What do I hope to accomplish in writing this book?*
- 2. Keep a running list of things, events, episodes, occasions, illustrations and examples that you feel impressed to write about. Jot these down as you think of them. Send yourself an email from your phone when you're out and about. Copy a thought on a church bulletin. Keep a paper and pen by your recliner, bed, in your car. You may think of something that you may forget if you don't jot it down. You can also use the note feature on your phone or iPad or record a message to yourself.*
- 3. Use Microsoft Word. I prefer the **Verdana** font. The size of the font really doesn't matter. 12 point is easy to read and the font size will be adjusted according to the format needed in the book.*
- 4. Double-space your work. This is the format most editors and publishers require. It will make it much easier for your editor to make suggestions and comments and also for you to make necessary changes.*
- 5. Write, as you are inspired. Don't worry about writing the chapters in any specific order at this point. Write what comes easy first.*
- 6. Keep your chapters separated into individual documents and in one file. You can combine the documents (chapters) into one big document later and that document will become your manuscript.*
- 7. Give each chapter a simple title to identify it. Don't worry about permanent titles. You can assign those later. You can, and probably, will change and/or reword most of them.*



8. *Don't worry about chapter length. There are no set parameters. Cover the event. Some chapters may be twice as long as others. Some will seem short. This is ok. This is how it should be.*
9. *Get someone to proof, edit and make suggestions for the manuscript.*
10. *A good editor and proofreader are worth their weight in gold. Select 3-5 people to write endorsements for your book. Wait until the editorial changes have been made before passing the manuscript on to others to read and recommend. Call and ask them personally if possible. Then email the manuscript to them. The manuscript can be reviewed easily and read more quickly this way.*

Getting the book published

There are a number of directions you can pursue. Denominational, major publishing houses, and self-publishing are three of these.

- 1. Denominational Publishing.** *- Randal House is the Free Will Baptist publishing house and receives approximately 400 manuscripts each year. They can only publish about ten of these. There are a number of factors which figure into the selection of the small number they are able to publish. You can contact them for their requirements for consideration of your book.*
- 2. Major Publishing Houses.** *I was fortunate enough to have my first book selected by a major publisher. My publisher received approximately 10,000 manuscripts that year and selected less than 300 to be printed. Most major publishers do not accept unsolicited manuscripts. I tried a few other major publishers before mine was selected and found that out in a hurry.*
- 3. RHM Publications.** *- Dr. Roy Harris began RHM Publications to encourage and assist new and experienced authors. You'll find that most of the books you sell will be to family, friends and people you come in contact with. Many people think that publishing a book is expensive. It can be, but it doesn't have to be. The key is securing a publisher you can trust, who will produce what you want and a cost you can afford. It is also important that the*



publisher have connections so the book will be offered through online venues like Amazon. This requires an ISBN number. Usually your publisher will provide this for you as part of the publishing package.

Typical Chronological Timeline

- 1. Write the manuscript. The length of writing time depends on the writer.*
- 2. Secure an editor and have the manuscript edited. Depending on the schedule of the editor, this can be done in a matter of a few days up to a couple of weeks typically.*
- 3. Select photos if you plan to include them in your book. Normally only one photo per chapter or sometimes a whole section is delegated for photos near the center of the book and becomes a photo album.*
- 4. Rewrites and revisions are normally done when you receive the manuscript back from the editor. If a major publisher accepts the book, they require a number of changes, additions or deletions.*
- 5. Select a publisher.*
- 6. Submit the manuscript to the publisher. The publisher will want the manuscript written in a particular format and always double-spaced as mentioned earlier.*
- 7. The publisher will convert the manuscript to book format.*
- 8. Submit a bio of your self for the back cover to the publisher. Review other books for bio, cover and back page ideas.*
- 9. Solicit book endorsements. Choose which ones you want to use and edit them. These will usually appear on the back cover or near the front of the book.*
- 10. Choose a cover design. The publisher will work with you offering suggestions and ideas. You will work with the publisher and make the cover selection together. The publisher will oversee the design process and upload the file for printing.*
- 11. Once the cover and the inside of the book are finished and are ready to be sent to the printer, you will review them and give final approval.*
- 12. The publisher will inform you when your book has been accepted in the printer's system and is ready to be printed.*
- 13. Place your first book order with your publisher and pay for the order. Then the publisher will ok the book set up and send it to be printed.*



14. *Order books as you need them. Normally the cost will be about 40 - 50% off the cover price. You can sell them at whatever price you choose.*
15. *Your first books should arrive in about two weeks.*
16. *Your book will also be available a number of online bookstores including Amazon.com.*

This has not been exhaustive, but provides an adequate overview of the process.

RHM Publishing, publishing arm of Roy Harris Ministries, is devoted to making the dream of publishing books economically feasible and a reality for individuals and organizations. Roy would love to help you make your dream of writing and publishing a book come true.

Contact Roy: rhmpublications@gmail.com or call 615-351-1425 for more information.

Dr. Harris has written five books: Caring for the Caregiver, LEAD with CONFIDENCE, Common Sense FAMILIES, Mentoring With Common Sense and recently published Ministering in East Africa. He's been a contributing writer for Wilson Living Magazine for over four years. Several of his articles were published in ONE Magazine, Fusion Magazine, ACCESS on line bible studies, The Arkansas VISION, The Ohio AMBASSADOR, The Georgia BULLETIN, The Michigan MENORAH, The California VOICE and many other venues and publications. He is a veteran, seasoned, and experienced author and writer.