

WritePublishRead

A Via Afrika & NRF Chair in African Languages & ALASA initiative

WritePublishRead's How to Self-publish for Everyone



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Welcome

At WritePublishRead we want to create many regular readers in South Africa. To do this we need more books that are available to all South Africans – particularly in under-published African languages. It is our hope that the WritePublishRead initiative will be the springboard for many new writers to find their voice and share their stories in all South African languages.

This handbook will assist you in your self-publishing journey – from tips on how to start enforcing a daily writing discipline, to the final technical steps of formatting and publishing your book online so that your ebook is available to as many readers as possible in your community and around the world. The handbook will even guide you to help people who have never read digitally to find and read your ebook on a smartphone or computer.

The WritePublishRead process in a few words

At WritePublishRead we have developed a simple three-step process.



Step 1 Write

If you have always wanted to be a published author, now is the time to write! Start writing your story. You can work through this handbook at the same time to get hints and tips to improve your writing. Write gripping stories that people want to read. Remember, the quality of your writing will keep your reader reading!



Step 2 Publish

Once you have a perfect, polished and professional manuscript, we give you step-by-step guidance and show you how to publish your book as an ebook. Don't be put off if you think you are not technical. We will guide you through the process of publishing on Draft2Digital, an ebook platform that Via Afrika uses. Draft2Digital sends the ebook to a variety of ereaders, such as Kobo.



Step 3 Read

Get your friends, family and community to start reading your published ebook! Build a reading community and create a strong social media network to promote and market your ebook. Maintaining a connection with readers who love your writing will also help motivate you to write your next book and get them to buy it and read it!

We wish you every success in your WritePublishRead journey!

The WritePublishRead team

What is the WritePublishRead Programme?

According to research done in South Africa in 2016, only 14% of South Africans read regularly! This includes reading newspapers, magazines and books, in print format and digitally. Six out of ten South African adults live in households where there is not one single book (South African Book Development Council, 2016).

Imagine a place where it is easy to publish your work, and where we have a multitude of authors in a community who can promote their stories to the people around them. Imagine that everyone in the community could have easy access to those stories without having to pay a fortune for them. Imagine how this community-based drive could inspire more people to write and, in return, inspire and enable more people to read. The 14% could become 20% and then 30% and then, before we know it, we could have a generation of South Africans who read regularly for pleasure. These are South Africans who, through this exposure to other ideas and worlds, have the knowledge and skills to evaluate information. We could have a whole population of sharp, informed individuals. How much better our world would be!

This is what Via Afrika, the NRF and SARChI Research Chair in the field of Intellectualisation of African Languages, Multilingualism and Education (NRF Chair in African Languages) and the African Languages Association of Southern Africa (ALASA) want to achieve with this WritePublishRead initiative.

The WritePublishRead Programme has been developed so that anyone can learn how to *write* and how to *publish* their manuscript digitally as an ebook for everyone to *read* if they have access to a phone or any other digital device, no matter where they are in the world. The process is easy, and best of all, completely free for the authors who can set the price they want their readers to pay – and keep their copyright too. This publishing takes place through the Draft2Digital online platform.

How the WritePublishRead Programme works

Any author can participate in the WritePublishRead Programme. All you need to do is:

- Join the Via Afrika Digital Education Academy at vadea.viaafrika.com and follow the prompts to create your free account
- Work through the free course *WritePublishRead's How to Self-publish for Everyone* either by completing the course online or by downloading and working through this PDF document.

We suggest that you read through this complete document to get an overview of the process, then work carefully through each section.

Note: If you are under 18 years of age, you will need to have a guardian to agree to any contractual agreements or terms and conditions for you.

The WritePublishRead Programme also offers an option for additional assistance if the author has never been published before and is writing in a previously under-published language, such as isiNdebele, Sepedi, Sesotho, Setswana, SiSwati, Xitsonga, Tshivenda, isiZulu, isiXhosa and South African First Nation Languages (including #Khomani San, Khwe-, !Xun-, Nama, Koranna, Griqua and Cape Khoekhoe). This is called the *WritePublishRead Assisted Self-publishing Programme*.

How the WritePublishRead Assisted Self-publishing Programme works

A limited number of authors will be assisted annually through the WritePublishRead Programme. These authors will work with Via Afrika, the NRF Chair in African Languages and ALASA. They will receive help through the process of getting their manuscripts finalised and self-published and promoted as ebooks on the Draft2Digital online platform.

To participate in the WritePublishRead Assisted Self-publishing Programme, you must:

- 1 join the Via Afrika Digital Education Academy at vadea.viaafrika.com and follow the prompts to create your free account
- 2 work through the free course *WritePublishRead's How to Self-publish for Everyone* either by completing the course online or by downloading the handbook
- 3 write the work of fiction according to the rules and requirements below
- 4 submit your final manuscript digitally on the WritePublishRead website between 1–7 March each year
- 5 agree to the rules of the WritePublishRead Assisted Self-publishing programme.

The WritePublishRead Assisted Self-publishing Programme will accept the following (not illustrated) fiction.

| Classification | Word count |
|---|---|
| Novel | 40 000 words or more |
| Novella | 17 500 to 39 999 words |
| Novelette | 7 500 to 17 499 words |
| Short story | 1 000 to 7 500 words (one story) |
| Short story collection of <i>own</i> work | 1 000 to 3 500 words per short story (10 to 15 stories) |
| Drama (stage play) | 5 000 to 10 000 words |
| Collection of poetry of <i>own</i> work | 20 to 50 poems |

Based solely on the order of acceptable (see table above) submissions received, 12 manuscripts will be selected. The number of annually assisted manuscripts accepted will be determined by the number of speakers of a Home Language.

| Number of assisted manuscripts accepted annually per language | |
|---|--|
| isiZulu: 2 | Xitsonga 1 |
| isiXhosa: 2 | SiSwati: 1 |
| Sepedi: 1 | Tshivenda: 1 |
| Setswana: 1 | isiNdebele: 1 |
| Sesotho: 1 | South African First Nations Languages: 1 |

Should WritePublishRead not receive the number of manuscripts stated above for any particular language, the available slots may be reallocated to the other languages. This will be done by allocating that slot to the next acceptable submission in the order of the number of speakers of a Home Language.

The 12 successful authors will be announced on World Book Day, 23 April, of each year.

A Memorandum of Understanding will be signed between WritePublishRead and each of the 12 successful authors.

The 12 successful authors will work with Via Afrika, the NRF Chair in African Languages and ALASA through the process of preparing their manuscripts for digital publication – from self-publishing the manuscript as an ebook to its promotion. All reasonable efforts will be made to digitally publish the 12 manuscripts as ebooks by 31 October annually on the Draft2Digital platform.

Assisting the 12 authors from previously under-published languages will be an annual WritePublishRead undertaking.

WritePublishRead Assisted Self-publishing Programme: Rules and requirements

- 1 You may not submit your writing to this initiative if you are a previously published author.
- 2 All material must be written in the Fiction genre (with no illustrations) and must be your own, original work. (Although Drama and Poetry are categorised as non-fiction on Draft2Digital’s submission platform, they are valid Fiction submissions for the WritePublishRead Assisted Self-publishing Programme.)
- 3 Your submission must be complete. You may not submit a partial work, draft or a work-in-progress.
- 4 You must be 18 years old or over. If you are under 18 years of age, you need to have your parent or legal guardian sign the terms and conditions on your behalf.
- 5 You are not permitted to submit any material in the category of illustrated children’s books.
- 6 If you write erotica (literature that is intended to arouse sexual desire), all your characters must be adults – 18 years of age or older.
- 7 Your manuscript may not contain any hate speech (as defined by the South African Constitution) or libellous content (that is false and that can damage another person’s reputation).

- 8 You may not submit any photographs or illustrations as part of your manuscript.
- 9 You must submit your manuscript electronically as a Microsoft Word file.
- 10 You must submit your manuscript electronically through the WritePublishRead portal: viaafrika.com/writepublishread. NO printed manuscripts will be accepted.
- 11 You may submit only in the following languages:
 - a isiNdebele
 - b isiXhosa
 - c isiZulu
 - d Sepedi
 - e Sesotho
 - f Setswana
 - g Siswati
 - h Tshivenda
 - i Xitsonga
 - j a South African First Nations Language (For example, #Khomani San, Khwe-, !Xun-, Nama, Koranna, Griqua, Cape Khoekhoe)
- 12 You may submit only the following types of writing:
 - a Novel: 40 000 words or more
 - b Novella: 17 500 to 39 999 words
 - c Novelette: 7 500 to 17 499 words
 - d Short story: 1 000 to 7 500 words (one story)
 - e Short story collection of your own work: 1 000 to 3 500 words per short story (10 to 15 stories)
 - f Drama (stage play): 5 000 to 10 000 words
 - g Collection of poetry of your own work: 20 to 50 poems
- 13 If your manuscript is selected, you must agree to the Memorandum of Understanding between and among all parties.

About Draft2Digital

Draft2Digital is the platform we recommend that you use to self-publish your ebook.

Draft2Digital makes it really easy for you to publish and distribute your book and they also have a great support team with loads of free information to help you self-publish your ebook.

Why Via Afrika recommends Draft2Digital

- It's free! Draft2Digital has no up-front charges for their ebook publishing, conversion and distribution services. Draft2Digital earns a commission only if they sell your book and they pay some of the industry's highest royalty rates.
- You need to upload your ebook to only one place (Draft2Digital).
- Draft2Digital has a wide distribution network to major online booksellers (e-retailers). Once you upload your ebook, Draft2Digital automatically distributes it

to multiple e-retailers, such as Apple Books, Barnes & Noble, Kobo (including Kobo Plus), Smashwords, Everand (formerly Scribd), as well as libraries such as OverDrive, Hoopla, cloudLibrary, Baker & Taylor and BorrowBox.

- You can set your own price. For every book you sell you will get royalties (you keep about 60% of the list price of your ebook) paid into a bank account.
- You own your copyright. When you publish with Draft2Digital, you grant Draft2Digital a non-exclusive right to publish, promote and distribute your book, as well as samples of your book.
- You retain all rights to your work and have the freedom to publish anywhere else because the agreement is non-exclusive.
- Draft2Digital has lots of free, informative videos and guides on self-publishing and marketing to support you.

How to sign up for a free Draft2Digital account

Why not sign up now for a Draft2Digital account and see for yourself all that they do? Creating a Draft2Digital account is easy. Just go to to www.Draft2Digital.com/register. You will need to provide your name, email address and a password.

More about Draft2Digital

Once you have signed up, you will have full access to Draft2Digital and you will also have access to their very informative Frequently Asked Questions (FAQs) page as well as some great (and free!) ebook resources, such as [A Quick Guide to Draft2Digital: How to Publish a Book in the Digital Age](#) and [A Quick Guide to Books2Read: Discover the Best New Tool for Discovering the Best New Books](#).

Why is this an ebook programme and not a printed book one?

We have a number of reasons for making this an ebook programme.

- 1 Libraries and bookshops are not easily accessible to everyone, but mobile phones are everywhere.

Books that you read on your tablet or smartphone are called *ebooks*. Ebook is short for electronic book, and that's exactly what it is – an electronic book that you read on an electronic device like your tablet, an ereader or a smartphone.

Did you know that in October 2015, 99.1% of the population aged 16 and above owned a smartphone and that on average, more time was spent on watching online videos and social media than watching TV?

Out of South Africa's total population of 64.9 million, it was reported that there were 51.7 million internet users and that 98.0% of internet users accessed the internet via their cellphones. There were also 127 million active cellular mobile connections (196% of the total population!) because many South Africans make

use of more than one mobile connection. (Statistics from *Digital 2026: South Africa*, a report released annually by [We Are Social](#) & [Meltwater](#). You can read the full report [here](#).)

- 2 The high cost of printing a book means that the chances of new authors getting their books published in a traditional printed format are becoming increasingly less frequent. Generally, most publishers are unwilling to take the risk of the large financial outlay required to print a new author's book and are choosing only to publish titles that they are confident are a 'sure thing' that will have large numbers of readers and, therefore, sales so that they can get some form of return on their investment. Sadly, with the low number of books that are being purchased in South Africa, this means that African languages in particular are under-published.
- 3 Being able to easily and very cost-effectively distribute your book to a wide audience, combined with the ease of purchase – you can buy a book at the tap of a button – is one of the main reasons the WritePublishRead Programme is an ebook programme and not a printed one. We want you to be able to *Write* and *Publish* your stories and for your stories to be *Read*.
- 4 What's more, ebooks have many advantages over printed books.
 - a There are thousands of books that you can download and read absolutely free. Having access to so many free ebooks will help get people comfortable with reading digitally and will encourage them to take the next step and actually buy ebooks (and, we hope, one of yours)!
 - b An ebook allows you to highlight, enlarge and make notes in the text, and do much more. Of course you can also do this with a paper book, but it's not as easy and not as convenient or immediate and, naturally, one of the benefits of highlighting text in an ebook is that you can remove it at any time which is not possible in a paper book.
 - c Ebooks are also far more portable: you can easily carry around your whole library on one device. Most people have their phones with them all the time which means they have easy access to an ebook whenever they have a spare moment to read.

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The WritePublishRead process

The self-publishing process is very similar to the standard publishing process. It looks like this:



Step 1 Write! Let's get going!

In this section, we are going to look at how to write the best possible manuscript. These ideas can go a long way towards making your writing more readable.

Before you write

Copyright

The following section will tell you more about how your work is protected by copyright. You can feel safe that your right to own your own work is protected so nobody can use it without your permission.

What is copyright?

Copyright is your legal protection against other people stealing and using or misusing your work (intellectual property). In South Africa, The Copyright Act of 1978 protects original written work such as novels, poems, plays, short stories, film scripts, textbooks, articles, encyclopaedias, reports, speeches, etc.

Your copyright is valid for your whole life plus 50 years from the end of the year in which you die.

For a work to be protected by copyright:

- 1 it must be original; that is, the work has been produced by the exercise of skill and effort by the author
- 2 it must have been written down or recorded in some way.

Copyright in South Africa does not need special registration because the Copyright Act automatically protects works created by South Africans or in South Africa.

For answers to frequently asked questions on copyright, please visit the Publishers' Association of South Africa (PASA) website: <http://www.publishsa.co.za/copyright/faq>

What if I want to publish something that I didn't write?

If it is not your original work then you do not have the right to publish it. This would be plagiarism (stealing another person's work). You may publish only something you did not write/create yourself if you have the legal right to publish this material.

If you want to use someone else's work you need to get written permission to use the material and, in most instances, this will involve a fee. There will also be terms and conditions that you will need to adhere to and you will also need to acknowledge the source of the material (according to the terms and conditions of the copyright holder).

If in any doubt, always seek permission before publishing and then fully acknowledge the author or creator of the work. Remember, this does not apply just to text but includes *any recorded material* such as photographs and illustrations, drawings and paintings so, if you use an image from the internet, remember to track down the source and obtain the owner's written permission to reuse it.

Prepare your mind

Make sure that you are reading a lot. This will expose you to:

- 1 how writers choose words. An excellent vocabulary is vitally important for a good writer.
- 2 how writers construct their sentences. How you vary the length and structure of your sentences can play a big role in keeping your reader reading.
- 3 how writers structure their work to fit into a genre. This will give you good exposure to the genre and you will be able to see what works well and what doesn't. It will also help you to understand fully the expectations readers will have when they are choosing a book in that genre and category. In this way you can make sure that you don't fail to meet your readers' expectations. (More about this later.)

What's your big idea?

What do you want to write? You have an idea about what you want to write, a vision of a story that needs to be told. Before you go any further, you need to flesh out your idea and decide in which genre and category you will be writing. What will be the best fit for your idea?

What are genres and categories?

A genre refers to the kind or type of literature you will be writing. For example, two main genres of writing are *fiction* and *non-fiction*. Each genre has its own distinctive style and

characteristics and because of this a reader will also have certain expectations of works in each genre. Non-fiction readers expect to read only facts about a topic. Fiction readers expect an imaginary story that is not based solely on facts.

You will sometimes see a genre being referred to as a *category*. In Draft2Digital, for example, they refer to BISAC (Book Industry Standards and Communications) Subjects and have a BISAC filter where you enter the information for your book on the **Create new ebook** page. BISAC Subjects are the categories that your potential readers will browse in to find your book, just like they would browse different sections in a bookstore. Draft2Digital lists the genres or primary categories as Fiction, Non-fiction, Juvenile Fiction, Juvenile Non-fiction, Young Adult Fiction and Young Adult Non-fiction.

There are also many categories and sub-categories within each genre. Examples of common categories within Fiction are General Fiction, Science Fiction, Mystery & Detective, Action & Adventure, Fantasy, Thrillers, Historical, Romance and many more.

Once you have chosen your genre, you will also need to decide whether you are going to write a very specific type of sub-category. For example, perhaps you are writing a Contemporary Romance novel.

The following table shows you examples of possible categories that you will find on Draft2Digital.



| Genre (Primary category) | Sub-category 1 | Sub-category 2 |
|--------------------------|---------------------|----------------|
| Fiction | Romance | Contemporary |
| Fiction | Mystery & Detective | Women Sleuths |
| Non-fiction | Poetry | African |

There are many sub-categories listed in Draft2Digital. You will notice that some categories have a plus sign symbol (+) next to them. When you click on these categories you will see further available sub-categories.

Just write!

Writing fiction can seem to be quite an intimidating task.

Perhaps you have a particular message or specific ideas and thoughts that you would like to share? Write these down.

Think about who you think would like to read your book. Write down the answers to these questions.

- Who is your reader?
- Why will they want to read your book?
- How do you want them to relate or react to your story?

Think about the experience that you would like to create for your reader. Write down the answers to these questions.

- What would you like your reader's response to your writing to be?
- How and why will your story be a satisfying read for your reader?

Think about your plot or storyline. Write down the answers to these questions.

- What is your plot?
- Are there any twists and turns?
- Does your plot make sense?
- Is your plot believable?

Are you answering any questions that your reader might have?

Now think about the characters in your work and how they behave. Write down the answers to these questions.

- Have you given a full enough description of all the characters and a good explanation for why they do what they do?
- Do their actions and viewpoints make sense?
- How will the characters develop/grow?

When do you want to publish your ebook? We recommend that you set a deadline for when you would like to publish your book, set a daily writing goal for yourself and then stick to it. For example, you could aim to write 1 500 words per day. You could thus have your entire first draft of a novel within a month! When you set your deadline, give yourself at least three to six months for the revision and editing process that takes place once you have your first draft. The first step is just to get the words down. Don't worry about editing or trying to fix things as you go.

Once you think you have a complete draft and you are happy with it, put it away for a week or so. Now that you have words on a page you can revisit and redraft your material. **This is the heart of your writing process.** Answer these questions about your draft now.

- Is there a logical flow to what you have written?
- Does everything make sense?
- Are there any gaps in what you have written?
- Does everything add up?

To get to the very best manuscript, be prepared to write and rewrite many drafts. You may have included some facts in your manuscript to make your work of fiction more believable. Once you think that you have the very final draft, take one further look at all the facts in each chapter. Did you do your research? Are all the facts accurate?

Three useful people

There are three people who can help ensure that your writing is excellent.

1 A critical reader

Once you are satisfied, identify a person whom you think will be a good critical reader. This could be a friend. A critical reader is not someone who finds fault and criticises the writing. It is someone who is able to analyse both the good parts and see the faults in your writing; this is someone who will give you constructive criticism. Ideally, this person should be a regular reader of the genre and category in which you are writing. If you can, try to get more than one person to read your book critically. While they are evaluating your manuscript, put it aside. When you get their feedback, you may wish to go through another round of revising and perfecting your manuscript. Remember, you can decide what feedback you would like to implement. If more than one person is saying the same thing, it is probably a good idea to revisit these areas of concern.

2 An editor

When you believe you have a final manuscript, we recommend that you have it copy-edited. You should have your work edited before publishing it so that you can publish something that is of the highest possible quality. Remember, the quality of your writing will determine your readership to a large degree. You will have to pay to have your manuscript edited by a professional.

There are different kinds of editing that can take place. Detailed, substantive editing where an editor works closely with you as the author to improve, rewrite and re-organise your manuscript is editing at a more fundamental, deeper level. Note that if you are looking for an editor to work very closely with you and do this kind of developmental work with you on your manuscript, it will involve a much higher fee.

A copy-editor (also known as subeditor or a language editor) will usually not perform the more fundamental editing described above, but will focus on a detailed editing for sense (this will include checking the grammar, sense and style, as well as logic and language use). The editor will also check for consistency. This is a very important part of the copy-editing process. For example, the copy-editor will check that the same term or spelling is used throughout and either create a style sheet or follow a publisher's house style requirements. One of the main functions of the copy-editor is to eliminate all errors while the manuscript is still in MS Word because in this format it is easy and cost-effective to fix. When it has been formatted or put into a typesetting programme, fixing it is very expensive.

A copy-editor is usually also responsible for preparing the manuscript for the next step in the publishing process. This can include tagging or formatting and styling the electronic file so that it is ready for the next stage of the publishing process. For example, this will include preparing files for the typesetter or preparing the files for conversion to a digital format.

The copy-editor is also usually responsible for checking first page proofs and, depending on your brief, they could also correction-check each set of page proofs for your print edition.

You will then need to work through the editor's comments and corrections. This will most likely mean another round of revision.

3 A proofreader

Finally, we recommend that you have your book proofread as the very last stage just before publishing your material. A proofreader reads to spot any spelling, punctuation or grammar errors. The proofreader should not be the same person who edited your manuscript. You will be amazed at what a good proofreader can pick up in a book that you think doesn't really need proofreading, including issues with plot and character. Once you have made the proofreader's corrections, there are only a few more technical steps required before you can publish your ebook!

Remember, you always have the final say on whether to implement any of the recommended changes you receive from a critical reader, an editor and/or a proofreader.

Editors and proofreaders

Membership of the South African Translators' Institute (SATI) is open to all translators, interpreters, editors, proofreaders, text reviewers, terminologists, copywriters and anyone else involved in the language practice industry.

You can search for editors and proofreaders in all South African languages listed on the SATI website here: [Find a language practitioner](#)

Editorial rates

The Southern African Freelancers' Association (SAFREA) publishes an annual Freelance Media Industry & Rates Report. The link below will give you an indication of the going rates for freelance editors and proofreaders.

[South African freelance media industry & rates report](#)

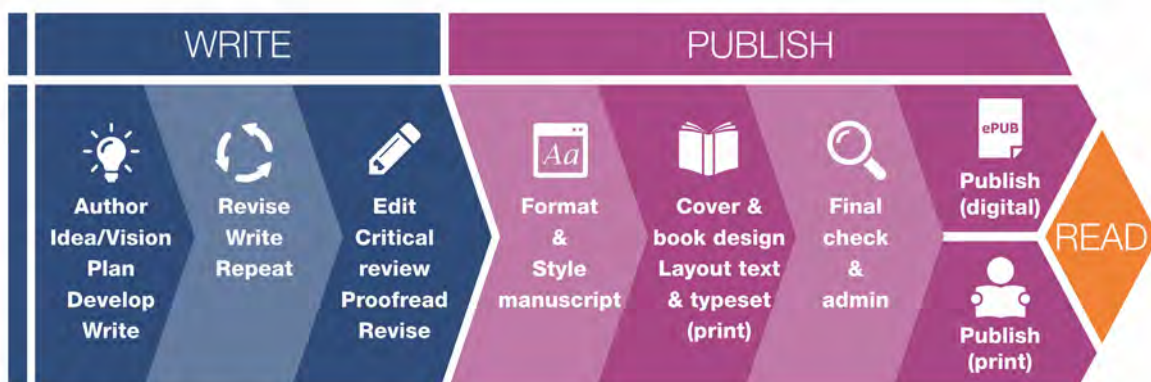
What makes a good piece of writing?

What do you think makes a good piece of writing? Complete the checklist below to help you in your writing process and to enhance your writing. To improve your writing, think very carefully about any points that you think are problematic and try to work them out as you write.

| 20 questions every writer should ask | Comment |
|---|---------|
| 1. Are you reading a lot – particularly in the genre and category in which you are writing your book? | |
| 2. Are you writing every day? Have you set a writing goal, like writing a certain number of words per day? | |
| 3. Have you decided why you are writing? Are there specific ideas and thoughts you want to put across? | |
| 4. Have you decided who your reader is to be? Will they relate to it and/or react to it? | |
| 5. Have you thought about what kind of experience you are creating for the reader and what you want their response to your writing to be? | |
| 6. Are you answering the questions that your reader may have as they go along? | |
| 7. Is the plot of your novel or story or play etc. believable? | |
| 8. Is the plot clear and understandable along with your explanations? | |
| 9. Do you repeat some phrases, perhaps too often? If the answer is yes, identify your repeated phrases and reword them to make them more original. | |
| 10. Are your sentences well-crafted and not too long? Do you have too many short sentences? If the answer is yes, could you join some sentences sometimes to make the work easier to read? Do you change the length of your sentences from time to time for more interesting reading? | |
| 11. Look at your selection of words. Is every word the best word you can use? Will another word be more descriptive and better explain what you are trying to say? | |
| 12. Is your story complete? | |
| 13. Are your characters fully described and well-rounded? Do your characters' viewpoints and actions make sense, i.e. do they behave 'in character'? | |
| 14. Did you write multiple drafts, rewriting and restructuring to get to this version? | |
| 15. Did you put your manuscript away for a week (or more) and then look at it again to get to this version? | |
| 16. Did you do your research and check your facts? | |
| 17. Has your manuscript been critically evaluated by readers who enjoy reading in the genre and category that you have chosen? (Often feedback from others can seem negative, but examine what they say and see if you can use their comments to improve your writing.) | |
| 18. Do you understand the requirements of the genre and category that you have chosen and does your manuscript fit these? | |
| 19. Has your book been copy-edited for sense and style and for grammatical and language errors? | |
| 20. Has your book been proofread? | |

Step 2 Publish the best possible version of your book

Now that you have a complete and well-edited manuscript, you are ready to move on. In this part of the handbook, we are going to look at what you do during the publishing process.



You've written your book. Now you need to prepare and style your manuscript into the correct format so that it will be accepted and uploaded into the Draft2Digital digital platform.

What are ebooks?

Ebook formats

Ebooks come in a variety of file formats, like epub, Mobi and PDF. Each of these has different features and functionalities. When you publish your ebook to Draft2Digital, you are able to distribute your book in many different formats.

Epubs

Epub stands for electronic publication. It's the most commonly used format for ebooks. It works on ereaders on almost all devices, like iPads, Windows and Android devices. Usually, an epub has a very small file size.

PDFs

PDF stands for Portable Document Format. Sometimes, you'll see PDFs sold as ePDFs. Don't let this confuse you: the seller just wants you to know that you can read it on an electronic device like a tablet or smartphone. Our advice is that it is preferable that you publish only in epub format.

For more information on ebook layouts, see Appendix A.

Your book needs a cover

You need a striking, good quality, professional cover that will appeal to your readers and make them want to choose your book over someone else's. Remember, your potential reader will see your cover first before they see the book summary or free sample, and many readers really do choose a book by its cover. Digital books have only a front cover, no back cover.

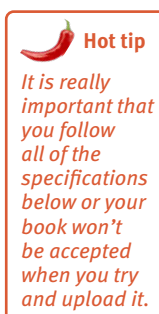
Take the time to create a fabulous cover. We advise you to pay an experienced cover designer to create your cover for you, but you can do it yourself if you follow all the cover requirements very carefully.

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- You must include the book title and the author's name.
- Do not include a price, a web address, or advertisements of items not already included in the book.
- Your cover may not feature a naked person.
- Choose a good quality, hi-resolution image. In other words, the image must have a high pixel count. Usually, an image like this has a large file size (2 MB or even higher).



The following technical specifications will be understood by your cover designer:

- Book covers must be vertical in shape: 1 600 pixels wide by 2 400 pixels tall (or larger) and need to be in a JPG or PNG format.
- The image must be a good quality, hi-res image. The cover cannot be grainy, blurry or pixelated (this will happen if you use a small image and try to enlarge it).
- No 3D covers are permitted.

Remember, your cover will be very small when it is displayed by ebook retailers online. Do not add in too many images so that it becomes busy and cluttered. Make sure that your cover still looks good and that the text is legible at a postage-stamp size.

The book title, author name and book description must be the same everywhere

This might seem obvious, but make sure that the title and author name on the cover is the same as the title and name inside your book and in the digital form you fill in on Draft2Digital before you publish your book.

Here is a handy checklist to use when you are finalising your cover.

| Cover checklist | Yes/No |
|---|--------|
| Is the title correct? | |
| Is your name spelt correctly? | |
| Do the author details and title match those on your title page inside the book? | |
| Have the correct font type and font size been used? | |
| Is the resolution of the cover image correct? (Look carefully at the image, it should not be pixelated or blurry.) | |
| Is your cover legible and striking even at thumbnail size? | |
| Do you have copyright for the image? If not, has permission been obtained? | |
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Where can I find suppliers?

Cover designers

The suppliers listed below are able to design covers.

Advanced Design Group

Contact: Clinton Arendse

Email: studio@adg.co.za

Phone: 021 981 1782

Website: www.facebook.com/Advanced-Design-Group-308773085854216/

Baseline Publishing Services

Contact: Jenny Wheeldon

Email: jenny@baseline-ps.co.za

Phone: 021 685 5363

Website: <https://baselinepublishing.wordpress.com/>

Cosmic Creations

Contact: Jo Petzer

Email: design@cosmic-creations.net

Phone: 083 459 5852

Website: <https://cosmic-creations.co.za>

Flame Design

Contact: Daniel Jansen van Vuuren

Email: danie@flamedesign.co.za

Phone: 021 462 3660 or 082 782 7941

Website: <http://flamedesign.co.za/>

Ink Design Publishing Solutions

Email: info@inkdesign.co.za or

eloise@inkdesign.co.za

Phone: 021 705 0933

Website: <http://www.inkdesign.co.za/>

Jigsaw Graphic Design and Layout

Contact: Richard Jones

Email: jigdesign@telkomsa.net

Phone: 012 662 4251 or 083 3093804

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- dedication or acknowledgements (optional)
- prologue (optional).

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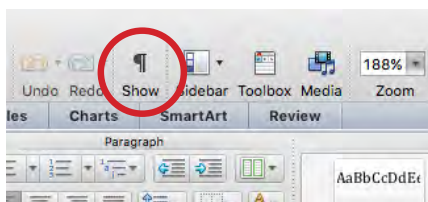
Before uploading your final manuscript and filling in the details of your ebook, be sure to fill in the biography section in the author's contribution profile and/or the profile of the publisher. See the section on Automated End-matter in the section 'How to tell people about your book: Marketing' for more information about this.

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Hot formatting tips

- When creating poetry, make sure you include at least 2 paragraph returns in a row between each verse to ensure you have a line space between each verse.
- *Never include:*
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Step 8: On the **MY BOOKS** dashboard, select **ADD NEW BOOK** to navigate to the **Create New Book Project** page. Select **START EBOOK**, which will take you to the **Create New Ebook** page. Fill in the details, follow the prompts and publish your book!

It is really important that you use and follow all of the steps outlined here and in the template. See Appendix C to read the template. Remember, you will need to download the template and save it to your computer to use it.

You now have a finished, perfectly formatted and styled book that you would like to publish to Draft2Digital together with a striking, professional cover.

Do the admin

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| Language | I have written my book in: |
| Indicate the language in which your book is written. | |
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|---|--|
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Step 3 Reading your books: A journey of discovery

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How do you read your book?

Ebook reader apps

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- change the font, font size and font colour of the text
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- 2 Tap the Profile icon at the top-right corner of the screen.
- 3 Tap **Payment & subscriptions**.
- 4 Tap **Payment methods**.
- 5 Tap on the desired payment method.
- 6 Follow the onscreen steps to enter your information.

How to set up
Google Play
billing

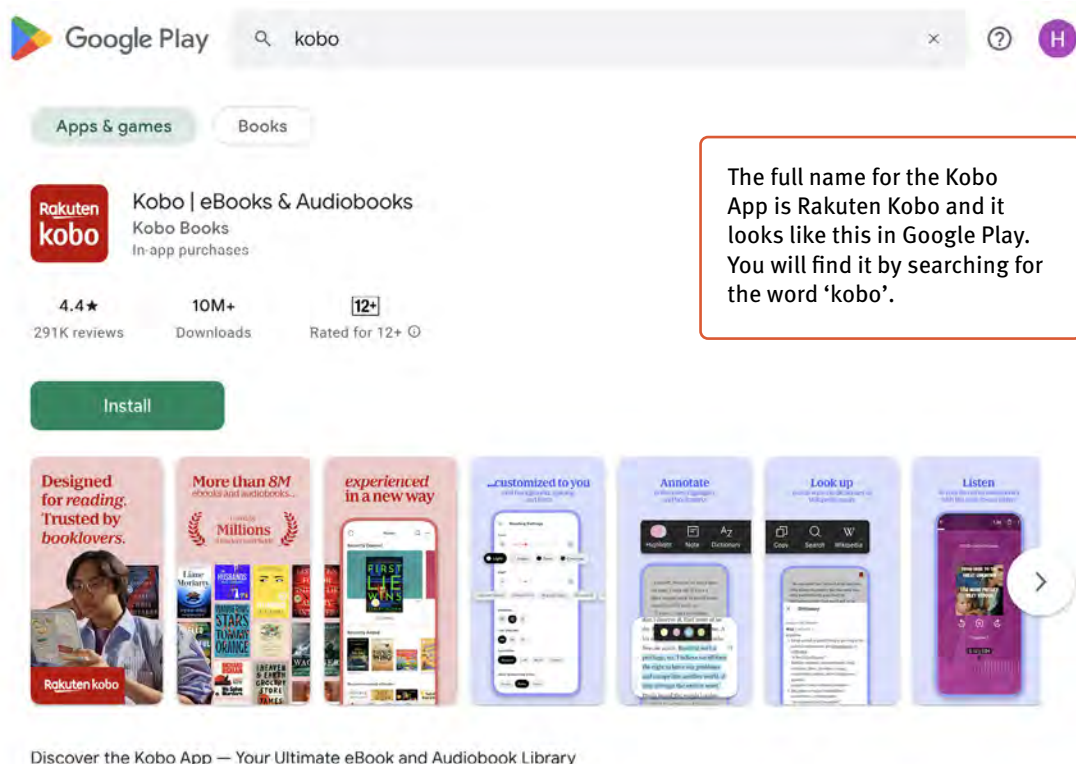


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All authors, whether they are self-published or published by a publishing house need to market themselves and their book(s). In order for you to reach your readers and to be searchable or discoverable online you need to make it as easy as possible for readers to connect. Build yourself as a brand as early on in your writing and self-publishing process as possible.

Things you can do *in* your book to market it

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Also By

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New Release Sign Ups

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Teaser

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Ndima ya 7

Mbudziso

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About the Publisher

HELP! THESE AREN'T MY CHAPTERS!

To see how to upload and publish your ebook step-by-step, go to the section 'Time to go online' on page 25.

Include links to your social media

You can use your Facebook, X, Instagram or other social media accounts to tell people that you have written an ebook and where to find it.

A hyperlink (also called a link) is an icon, graphic or text in a document that links to another file or object. These links enable web pages to connect to other web pages. For example, you can add a hyperlink on your Facebook page to link to where people can buy your book. Without hyperlinks you would need to know the full web address for every page on the internet.

Make it as easy as possible for readers to find you, connect with you, or follow you by providing links to all of your social media pages in your ebook. Facebook and X are good platforms for you to start to build your brand.

How do you find and share your links?

Go to your Facebook or X account and copy the link that you see in the address bar of your browser and paste the link into the section provided for this at the end of the template.

Here is an example of what it will look like:

I really appreciate your reading my book! You can:

Friend me on Facebook: <https://www.facebook.com/ViaAfrika/>

OR

Follow me on X: <https://x.com/ViaAfrikaZA>

OR

Visit my website: <http://viaafrika.com/>

If you are not sure how to do this please watch this step-by-step video [here](#). You can press pause at any time and press play to continue when you are ready.

How to add social media links to your ebook



How to share a book from Kobo



Most importantly, send your links to your friends and family to encourage them to follow you and to purchase your book.

Things you can do *personally* to market your book

Pricing

Careful pricing can also function as a very persuasive marketing tool to encourage potential readers to read your book. Do you have an existing readership who love your work and are eager to read your next book? If you already have a solid base of loyal readers, you will find that they will be less affected by price.

What price should I give my book?

Pricing your book can be a delicate balancing act. Consider offering your first book at a very low price or at no cost. If readers love your first book they will be more likely to buy your second book. According to Smashwords, many of their top-earning authors have at least one free book available to readers.

Play with your price for promotional purposes

Look out for promotional opportunities that allow you to market your book. You can schedule a price promotion on the **Promotion** tab to coincide with a specific holiday, for

example. You set your promotion's start and end date. Your promotional price will revert to the original price once the scheduled promotion is over.

To set up a promotions, go to your Draft2Digital dashboard and select your book. Select the **Promotions** tab (you will see this tab on the right of your book). Click **Schedule an Ebook Promotional Price**. Enter your **New Price** and give your promotion a name. You are the only person who will see this name – it is just to help you remember why you set this price and date for your promotion. Select your **Start** and **End** dates. Then click Select **SCHEDULE PROMOTIONAL PRICE**, confirm with the **SUBMIT** button, and you are all set.

How to play
with your price
for promotion



You can also enrol for special book promotions such as Read an Ebook Week in the second week of March or Smashwords' annual sale in July. If you enrol for these you can offer your book at different discounts and you will be included in the Smashwords special promotional catalogue. Just remember that if you change your price, you need to allow up to three business days for your price change to be reflected in all stores.

Word-of-mouth marketing

The best marketing is word-of-mouth. Think about the best possible ways in which you can market and promote your book in your area that will get people talking about you and about your book (in a good way). Brainstorm some ideas with friends and family. Create a practical and doable marketing plan to promote your book. Budget wisely and spend only what you can afford on promoting your book. Think about inexpensive ways to market your book. You could hold a book launch in your local library, church or at a community event. You could visit schools in your area or talk on your local radio and distribute coupons as prizes to encourage your community to start reading your newly published ebook.

Build a reading community where you are and create a strong social media network by posting things that your readers want to know more about (and be sure not to post only things that promote your book). Make your social media pages informative and interesting to keep your readers interested and to maintain a connection with readers who love your writing and who will want to buy your next book!

Talking at community events

Word-of-mouth marketing is worth more than paid advertising and costs less. Wherever there is a gathering in your community, there is an opportunity to talk about your book. Don't be shy about it! Getting a book published is a big deal, so you should celebrate the event. Your words may even be of service to society. Remember when you had doubts about whether you could ever be a published author? Now you have the chance to inspire the budding writers in your community, and show them how to achieve their dreams.

Social media marketing

Here is the first and most important rule of social media marketing: don't spam your followers! Make each post unique and interesting. Post select quotes from your book that are relevant to trending hashtags and topics, and get friends and family to help you strengthen your message by sharing your posts.

To get the public to share your updates remember this rule: write about what you think your audience of followers wants to read. That will increase the chances of your extending your message through reposting.

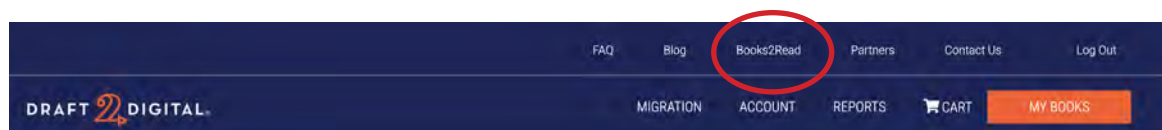
Books2Read

Draft2Digital has a sister company site called Books2Read.com. Books2Read is a discovery site that helps authors connect with their readers. It does not sell books. It's a wonderful promotional platform that you can use to showcase your work to readers, and helps your readers find you online without you having to create your own website. And it's free!

You will find the following useful tools in your Books2Read account:

- Universal Book Links (UBLs)
- Author Pages
- Book Tabs
- Affiliate Codes
- Reading Lists

You can use the same login details for both your Draft2Digital and Books2Read account. You'll need to be logged in to your Books2Read account to manage your Author Page, UBLs and Book Tabs. To sign into your Books2Read account, you can either go directly to Books2Read.com or if you are already logged in to your Draft2Digital account, select **Books2Read** from the menu at the top of the page in your dashboard. This will take you straight to your **UBL dashboard** on Books2Read.

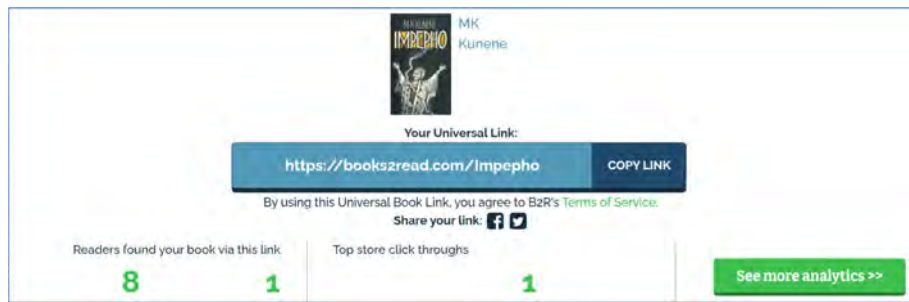


Universal Book Link (UBL)

A Universal Book Link (UBL) provides one link for your book, leading to every online retailer that sells your book. You no longer need multiple links for each store to market your book, only the one UBL.

When you publish your book through Draft2Digital it automatically creates a UBL for you. You can then customise your book's UBL to include, for example, the title of your book or a keyword of your choice, so that your link is unique to your book and your brand.

Every click on every UBL is tracked. If you customise a UBL to your book for a specific promotional event, you'll therefore be able to determine the level of interest generated



from that promotion and adapt your marketing and promotional strategy accordingly.

Your UBL dashboard shows the total number of clicks per UBL as well as top store click throughs, so you can see which online stores readers are purchasing your book from.

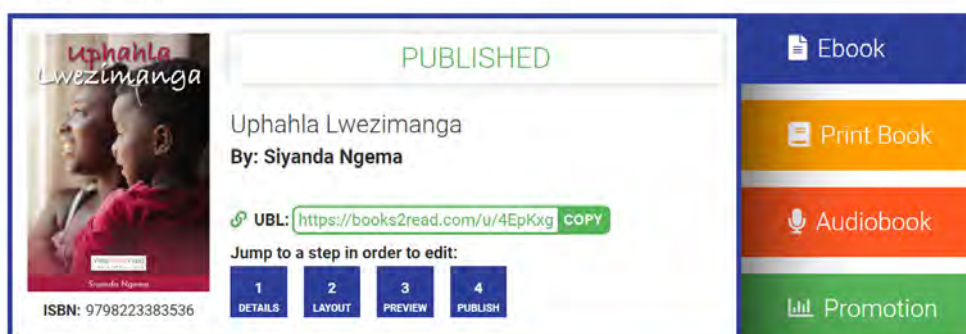
To customise your UBL, navigate to your UBL dashboard and select the title's link to go to the **Universal Link**, **Link Tools** and **Ebook Links**. **Link Tools** will walk you through selecting the following options:

- Rescan for Links
- Deactivate an existing link
- Custom name your URL
- Visit this Book Tab
- Manage my Affiliate Codes

Alternatively, you can go to your book's UBL page from your Draft2Digital dashboard. Go to **My Books** and select the book you want to view. On the **View Book** page select **Promotions > EDIT THIS UBL**.

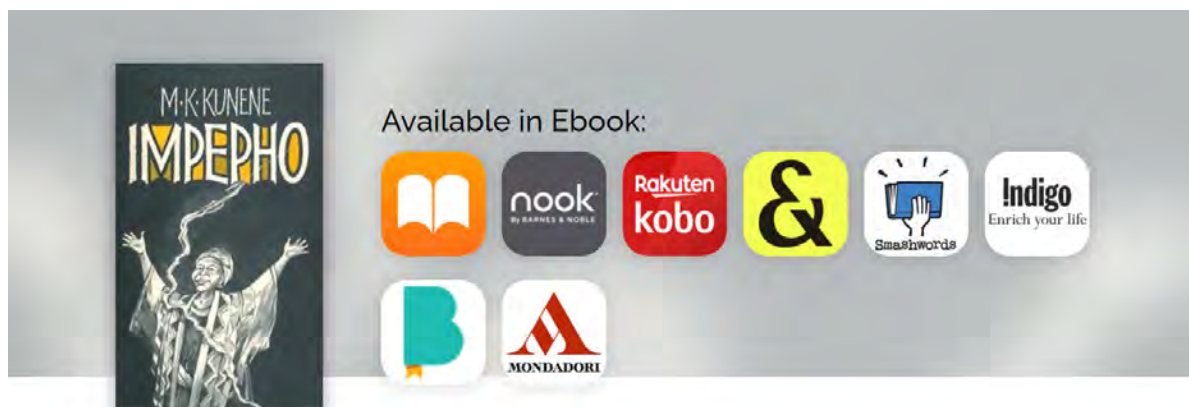
Note that if you select the automatically generated UBL that appears in your Draft2Digital View Book page as shown in the screenshot below, you will be taken to the same UBL landing page that your readers will see. You can't edit your UBL from this page.

View Book



How does a UBL work?

The first time you click on a UBL, you will be shown a UBL landing page that lists all the places the ebook is available. It'll look something like this:



Next, select your preferred e-retailer by clicking on their logo and save your preference by ticking the checkbox to **Set Preferred Store** and selecting **Continue**. The link will now take you to the Preferred Store to purchase the book.

Preferred store?

We can save your preference, so you always go straight to **Kobo** when clicking a universal link.



You can change your preference any time at [Books2Read.com](https://books2read.com)

Continue

Set Preferred Store to Kobo

To find out more about UBLs and your Author Page watch Draft2Digital's video [Universal Book Links - Send readers to your books with one click](#)

Author Pages

If you don't have your own website, Author Pages are a wonderful way to have a home page for readers to connect with you and for you to promote your book(s). To view your Author Pages you need to go to your UBL dashboard on Books2Read.

Remember, you can either go straight to Books2Read.com and sign in with your Draft2Digital login details or sign in to your **Draft2Digital account > Books2Read > LINK TOOLS > UBL Dashboard**. You will see a list of your books. Select the small **Open** icon to the right of the author's name to go to the **Author Page** for this book.

Once on this book's Author Page, you will see the question **Would you like to edit this page?** in a green banner at the top of the page. Select **ENTER EDIT MODE** to edit your Author Page.



A green frame indicates that you are in edit mode. It appears around all the elements you can edit on the page. For example, you can add a photo, add social media links and make changes to the book's cover and synopsis.



The first book cover that readers will see on your Author Page is called the *hero image* or *hero book*. If you have more than one book listed, you can change the book that appears here by clicking on the image. When a reader clicks on the hero image, the UBL takes them to where they can buy the book.

The synopsis that appears next to the cover image is drawn from the original book description provided to Draft2Digital when the book was first published. It is part of the metadata for your book. The Author Page frame allows only 40 words, so you may wish to shorten the description to fit the space provided.

When you scroll down to the bottom of the Author Page you will see the option to add or edit your biography.



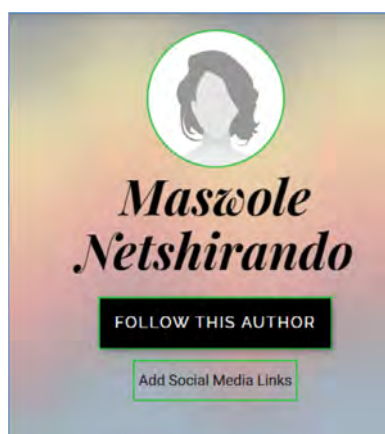
Books2Read initially pulls the information for your Author Page from your metadata and Contributor Profile on Draft2Digital. You will need to go back to your Draft2Digital dashboard if you would like to make changes to either your book description or biography so that they pull through to all the stores selling your book.

To edit the book’s metadata on Draft2Digital, go to the Draft2Digital dashboard > **View My Book** > **Step 1: Details** > **Edit shared metadata and cover.**

To change your biography, go to your Draft2Digital dashboard menu bar at the top of the page and select **ACCOUNT** > **Contributor Profiles** > **VIEW PROFILES.** Here you can edit the text boxes to make changes to your biography, author image or website. Changes made here will update the Automated End-matter for all books that include this profile as well as your initial Author Page and Book Tabs.

However, any changes that you make to the description on your Author Page will override the pulled description. So, if you update your description for your retailers (in Draft2Digital), you will need to update your Author Page too.

Another useful feature is the **FOLLOW THIS AUTHOR** button. Select this button and enter a link to your blog or website where readers can sign up to your mailing list. When readers select the **FOLLOW THIS AUTHOR** button it will take them straight to your site to sign up for your newsletter. If you don’t fill anything, the default is for readers to be asked to sign up for new release notifications for your books.



When you are happy with the changes you have made, don’t forget to go back to the top of the screen and select **SAVE CHANGES.** You can also select **DISCARD CHANGES** to revert to the previous version.

Just below these buttons you can also select **See Reader View** to check what your readers see when they are on your Author Page. Selecting **Back to Dashboard** will take you back to your UBL Dashboard.

For more information, please watch the short clip [How to Use D2D’s Promotional Tools to Reach More Readers.](#)

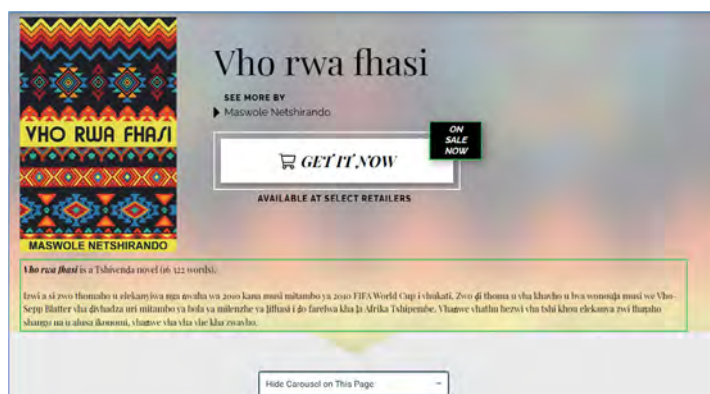
Book Tabs

When you publish your book through Draft2Digital, a Book Tab is automatically generated for your book and for any UBL that you have created. It provides a space for readers to find out more about your book. The Book Tab page includes a cover image,

book description, author biography and a **GET IT NOW** button, which is a UBL that will take readers to where they can purchase your book.

Go to Books2Read and log in, or from your Draft2Digital dashboard, go to **My Books**, select the book you want to view and click **View Book > Promotions > VISIT THIS BOOK TAB**.

Just like the Author Page, you can enter edit mode to make changes to your Book Tab wherever you see a green frame. If you select the promotional tag next to the **GET IT NOW** button you can choose different promotional flags from a drop down list such as **Free** or **On Sale Now**. The Book Tab initially pulls through the book description from the Draft2Digital metadata. Making changes to the book description here will override the pulled description. So, if you update your description for your retailers (in Draft2Digital), you will need to update the description on your Book Tab too.



Note that the Author Page and Book Tab page are linked to one another. The Book Tab will pull through any changes you have made to your photo, biography and social media links on your Books2Read Author Page.

Affiliate codes

Many digital bookstores have affiliate programmes that pay referral fees to book reviewers, bloggers or podcasters to drive readers to their site. To use this feature, you need to have a Books2Read account and you will need to have an affiliate account with one or more of the stores supported by Draft2Digital. Note that Draft2Digital only supports the following retailers:

- Amazon
- Apple
- Barnes & Noble
- Kobo
- Google
- Smashwords

The stores will supply you with their own affiliate links/codes. All you need to do is add the affiliate codes for each store where indicated in your Books2Read account. The

code is then incorporated in your UBL and you can earn money every time someone buys a book using your link. An example of this would be a book's UBL that is included in an online book review. Each store that you have an affiliate account with will pay you referral fees according to their terms and conditions. Referral fees are not paid by Draft2Digital.

You can also create Universal Book Links for other authors' books, not just your own books. You can also use this feature even if you have not published any books at all.

For more information read the article [Ways to make money with Draft2Digital \(Even if you don't write books\)](#).

Reading Lists

Use the Reading Lists feature to keep track of all the books you love. Perhaps you are a blogger or an influencer? You can create your reading list and share your recommendations with your followers on social media. If you have an affiliate account with one or more of the stores supported by Draft2Digital, you'll be able to include your affiliate codes in the UBLs that you use and you can earn money every time someone buys a book using your link. (See the section on Affiliate Codes on page 39.)

To create your very own Reading List, log in to your Books2Read account using the same login details that you use for Draft2Digital. On the Books2Read main menu, hover over **LINK TOOLS** (top right) and select **READING LISTS**.



Select **Make a New Reading List** and fill in the fields under **Details** and follow the prompts. Your list is private. When you are happy with your Reading List you can make it public in the **Advanced Options** panel.

Other tools to market your book

Draft2Digital promotional tools

To reach more readers, use all the fantastic (and free!) tools that Draft2Digital offers. For example, once you have published your ebook, you can click on the **PROMOTIONS** tab and schedule an ebook promotional price for the holidays. You can also customise and share your Universal Book Link (UBL) so that you only need to share one link that allows readers to choose their favourite online store.

Smashwords marketing tools

Draft2Digital has merged with Smashwords. As a result, Draft2Digital authors can access Smashwords Coupons from their Draft2Digital dashboard.

The coupons are a great marketing tool to promote your books to potential readers. You can share them on your social media pages or distribute them to your local community centre and library. Or perhaps you would like to provide coupons to friends and family who want to help promote your book?

The lucky receivers of your coupons will have to enter the code that you have shared with them just before completing their checkout, and **UPDATE CART** to get the discount, if the coupons are set as Private. If you make the coupons Public, readers will see the original and discounted price in the Smashwords store and in the cart. Public coupons are also included in the **Smashwords Special Deals** page.

To generate coupons your ebook must be published through Draft2Digital and distributed through the Smashwords store and it can't be a preorder. Readers will need to purchase their books through the Smashwords store to use the coupons.

To create coupons, log in to Draft2Digital and go to **ACCOUNT > Smashwords Dashboard > Manage my Smashwords Coupons** and follow the prompts.

Draft2Digital authors will also be able to access the Smashwords Presales tool and view reader statistics and reviews on the Smashwords Dashboard.

Book reviews

Readers can leave a review of your book on your book page. Ask friends and family or your critical reviewers who helped you to fine tune your manuscript to leave a book review since this will help to promote and sell your book.

Video

Make a short YouTube/Instagram/TikTok video in which you talk about your book and link it to your Author Page. Remember to keep it short (no more than two minutes). You can also use this video when you promote your book on your social media pages.

The WritePublishRead website

The WritePublishRead website will host a special page for all the authors who publish their ebooks using the WritePublishRead Assisted Self-publishing Programme. Be sure that all your details are correct in your profile and let us know when your book is published so we can give you the attention you deserve.

Press releases

What is a press release and why is it important?

When you're marketing your book, a press release is an important starting point for getting media attention. Your press release will be a written announcement to introduce your new book as well as promote yourself as an author.

A press release is a self-contained summary that contains all the information that the media requires to familiarise themselves with you and your project.

Elements of a good press release

There are three elements to include in every release.

1 **Headline**

Tempt your reader into reading further. The headline is the subject line of the email you send out to media. Use simple language, and make the recipient want to click on the mail!

2 **Body**

Begin by capturing the attention of the recipient by writing a short and punchy summary of the release. Keep this summary to two lines. This is a valuable exercise for you because you will learn to express the key elements of your ebook. This is important for when you market your ebook to potential buyers.

Then write a general overview of your ebook. Don't give away too much! The idea here is to tantalise the media into wanting to find out more. Imagine you are writing a blurb (summary) for the book's back cover. If you need some inspiration, visit your local library and see how published authors approach this task.

3 **Bio**

You are one-of-a-kind, and your bio should reflect this. Listing degrees and other qualifications won't sell you as a writer of fiction. What will sell you as an author is being candid about yourself and explaining what has happened in your life that gives you a unique perspective.

Top tip: Explain your project to a family member and ask them if they have any questions. Then make sure to include answers to those questions in your release. Remember not to get caught up in using fancy language. Write how you would speak!

Radio spots

Chatting about your book on the radio is an excellent way of drumming up interest. Give your local radio station a call and explain what you would like to talk about. Keep in mind that radio stations will broadcast what their listeners are interested in, so speak to the host as if you were speaking to the station's listeners. If they need more information, you have your press release ready to go.

When you're in the studio, the important thing is to mention the book's title often (about once every two minutes should do it). Tell people where and how they can buy your book and motivate them to buy it by speaking about the book's key idea, but don't reveal anything past what happens in Chapter 1. Don't forget to speak about yourself and what makes you unique. People will buy your book if they are interested in you, so don't shy away from speaking about your life experiences that influenced your writing your book.

Web presence

The creation and maintenance of a website is a costly business. Rather put your time and energy into creating a web presence where people already look. Update your

LinkedIn profile with details of your book and update your profile pictures with the cover of your new book. Don't forget to also keep your Author Page and Book Tabs on Books2Read up-to-date!

You can also create a blog or website using WordPress or Google Sites since these services are absolutely free! For more information visit: <https://wordpress.com/> or sign up to Google Sites here: <https://sites.google.com>

A marketing checklist

Finally, work through the marketing checklist below and know that you are giving yourself and your book the best possible chance of achieving success.

| Marketing checklist | Yes/No |
|--|--------|
| My story is compelling and will engage my readers. | |
| I have had my story professionally edited and proofread. | |
| I have a striking cover. | |
| I have allowed readers to read a sample before they buy. | |
| My ebook is available in multiple formats. | |
| I have a thought-provoking or catchy title. | |
| I have a book description (both a short and a long version). | |
| I have set a good price. | |
| I have created social media pages for my readers to connect with me. | |
| I have a great marketing plan to reach more readers who would enjoy my book. | |

Earning potential

It is almost impossible to say how much money you can make by selling your ebook. We have all heard how much authors like Dan Brown (*The Da Vinci Code*) and J.K. Rowling (*The Harry Potter* series) have made and we sincerely hope that you will be as successful. However, many writers do not make as much money. What they do get, though, is a sense of achievement, a sense of joy at providing reading experiences for others, and a wonderful sense of satisfaction for a job well done. We wish you all these things, too.

Draft2Digital only makes money when your book sells. There are no up-front charges. Depending on how much you choose to charge for your ebook (if you are not offering it free to readers) and how many copies are bought, you will earn money on these sales. Draft2Digital's fee is approximately 15% of the price you set for your book – also known as the list price. The list price you provide Draft2Digital is exclusive of sales, value-added or similar taxes which are assessed in connection with the sales of your Works. Approximately 30% of your list price also goes to retailers. However, each retailer has specific taxes and policies that are also region specific, meaning that the amount you receive will depend on where the book sells. It is best to check the page where you set your price. This is where Draft2Digital shows estimated royalties for each store based on your list price.

Select **MY BOOKS** and click the link to your book to go to the **View Book** page. Select the **Step 4 PUBLISH** to view your **Projected Royalties** for each digital store, **Subscription Services** and **Library Services**.

Draft2Digital has payment options such as Paypal or International Direct Deposit. We recommend that you select International Direct Deposit. Draft2Digital pays monthly once you have received more than the threshold amount of royalties. Currently, the threshold for International Direct Deposit is a minimum of \$10 USD.

Tax

Draft2Digital is required to withhold 30% income tax for all international publishers, and they submit this percentage to the IRS.

You will need to take Draft2Digital's online tax interview to complete an IRS W8 form (W8-BEN). This is a form for non-US taxpayers who earn US-sourced income and is used to show that you are exempt from US taxes. Note that you will also need to enter your SARS tax number in this form.

After you have created your Draft2Digital account it is very important to choose a payment method and take the tax interview as soon as possible to continue to be eligible to use Draft2Digital services.

Draft2Digital must have valid and verifiable tax information on file before you can be paid. You will need to supply a full and complete address when taking the tax interview. The address you enter must match the document you provide to verify your details. Draft2Digital accepts the following as address verification documents:

- Utility bill: Gas, electricity, water, internet, landline (but not a mobile phone bill).
- Personal bank statement: You can redact (black out) the amounts or provide a bank certificate or letter of confirmation of the account holder's identity/confirmation of account details. Only documents from a bank are acceptable. A document from an insurance company is not considered as a statement from a financial institution.
- A letter issued by a government institution.
- Residence certificate.

As part of the verification process, you may also be required to supply a good quality photograph of yourself holding either your ID book or your passport.

Your tax information must be verified by Draft2Digital to keep your account active and in good standing. If you do not supply Draft2Digital with all the account and tax information that they need, Draft2Digital will delist your ebook. You will only be reinstated once all the necessary information has been supplied and verified by Draft2Digital.

Regularly monitor your Inbox, Spam and Junk folders. You may receive queries from Draft2Digital (support@draft2digital.com) or the Draft2Digital tax support team (taxsupport-draft2digital@taxidentity.com). We recommend that you add these addresses to your safe senders.

To add your details and launch the tax interview, log in to your Draft2Digital account and go to: **ACCOUNT > Payment Options – How D2D Pays You** and fill in your information.

Printing your book

All the advice we have given you up to this point is relevant to printing a book, but a printed title requires special attention to the inside layout and cover.

We strongly recommend that you first create a strong demand for your book by publishing it as an ebook before you invest the large amount of money needed to print a book.

Professional typesetter and cover designer

If you are planning to print your book, you will need to use the services of a professional typesetter and cover designer to prepare your book for print.

A typesetter uses a software program such as Adobe InDesign and will take your edited files (prepared by the copy-editor) and lay them out in designed page proofs. Before you begin the project you will need to agree on the design or layout of the book with the typesetter or commission a book designer to create a design for the typesetter to use. An experienced typesetter:

- follows technical specifications (size of pages, size of book, use of colour, design) to produce a book
- combines the text and illustrations and produces proofs (unbound book pages)
- implements all proof corrections at various stages, including the corrections from the final proofread
- delivers the final print-ready material (proofs and PDFs) to you on completion.

A print cover also has a back cover and a spine, and must have the ISBN and a barcode on it. Be sure to get the InDesign files as well as the PDF from the designer on completion of the job. You may need to make changes to your cover at a much later stage (to the spine width for example). It is not the cover designer's responsibility to keep an archive of your files (or to keep a backup of them).

For printed books the ISBN must also be placed on the back cover together with its barcode (the barcode is created from the 13-digit ISBN). Remember that you will also need to get a new ISBN for the printed version of your book.

Here is a handy checklist to use when you are finalising your cover.

| Cover checklist | Yes/No |
|---|--------|
| Is the title correct? | |
| Is your name spelt correctly? | |
| Do the author details and title match those on your title page inside the book? | |
| Have the correct font type and font size been used? | |
| Is the resolution of the cover image correct? (Look carefully at the image, it should not be pixelated or blurry.) | |
| Is your cover legible and striking even at thumbnail size? | |
| Do you have copyright for the image? If not, has permission been obtained? | |
| Are the acknowledgements listed correctly? | |
| Have you obtained permission for multiple use, for example, both print and digital or for multiple languages. | |
| Is the format correct? (Make sure you know what the size is and check also that this does indeed match the size of the inside of the book for the print edition.) | |
| Is the spine width correct according to the page extent (print edition)? | |
| Is the text on the spine correct (title, author) (print edition)? | |
| Does the text on the spine run in the correct direction i.e. top to bottom (print edition)? | |
| Is the spacing between word groups on the spine even and pleasing (print edition)? | |
| Have you checked the synopsis on the back cover carefully (print edition)? | |
| Are the ISBN and barcode correct (print edition)? | |
| Does the ISBN on the back cover match the ISBN on the imprint page (print edition)? | |

Getting it printed

If you wish to print your book we recommend that you use a small digital printer and print on demand. This will allow you to print exactly the number of copies you need when you need them. A standard printing company should be used only for very large print runs and if you have a storage facility or distribution warehouse to store your books.

It is a good idea to confirm the print specifications for the printer you wish to use since these may vary slightly from printer to printer. Be sure to pass these on to your typesetter before they prepare your final print-ready PDF files.

We recommend that you get at least three quotes from the same kind of printers (e.g. digital printers). You will need to supply the specifications of your book, such as size, page extent, colour, paper, binding, print quantity and delivery address.

Draft2Digital Print

When you first publish your ebook you will notice that Draft2Digital also has the option to convert your ebook into the format needed to create a printed book. There are different templates to choose from, just like those used in the ebook design templates. Draft2Digital can also adapt your existing ebook cover so that it is suitable for print.

Draft2Digital also offers a Print On Demand (POD) service. This service allows your published book to be listed as ‘in-stock’ but will only be printed and shipped to the reader when a reader purchases your book.

Unfortunately, Draft2Digital does not support South Africa for the full print service. You can publish print formats through Draft2Digital but you cannot order author copies or physical proofs to check your manuscript.

We do not recommend that authors use the Draft2Digital POD service as the book would need to be ordered by readers from a US-owned store. Readers would need to pay for the shipping rate as well as customs duties and a delivery fee. These costs would vary according to the store the book was purchased from and they would make the total cost of your book excessively high and would most likely prevent interested readers from purchasing your book.

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To download the PDF file for the inside text, go to **My Books** and select your book title. Click the orange **Print Book** tab. Scroll down on the **View Book** page, and you’ll see a place where you can download your manuscript files. Choose the size of your book from the dropdown list and select **DOWNLOAD FILE**.

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Phone: 021 935 3300

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Phone: 021 951 1464

Website: <https://printondemand.co.za/commercial/>

Appendix A: Ebook layouts

Layout refers to the way the text and any extra elements such as images are arranged. We know that a newspaper and a book will have different layouts. Layout is also important in ebooks. There are two kinds of layout for ebooks – fixed layout and reflowable text.

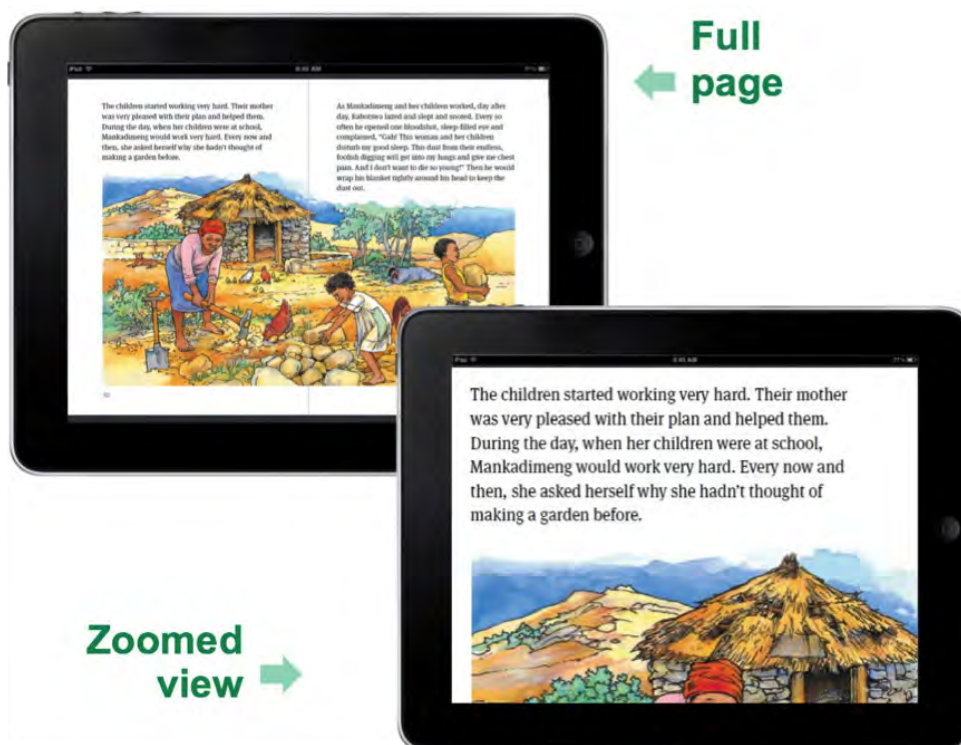
Fixed layout

Fixed layout means that no matter what device you're reading your ebook on, the images and text stay in exactly the same place on the page – in the way the ebook creator originally designed them. The layout is fixed and will never change. You can move it only up and down or from side to side.

In the example of a full-page view below, we see two pages of the ebook side by side exactly as we would see those pages if a paper book were open in front of us. You'll notice that in our example there's a single image which is spread over both pages. Each page then has text above the image.

In the zoomed view, you'll see that we can now see only part of the page on the left. If we keep zooming in, we'll eventually see only some of the words. Although you can zoom in on a page, the font can't be adjusted and will not flow to fit the screen. As you can see, even when the page is zoomed-in, the paragraph and layout remain the same.

PDFs are an example of a format that uses fixed layout.



Reflowable text

Epubs were designed with reflowable text in mind. With reflowable format, the device automatically resizes the text and layout settings, according to the needs of the user. The layout is not fixed. For example, if your device has a narrow screen or is in portrait mode, the text can flow over to the next line.

Look at our sample screens below. The left-hand side shows what the text looks like when you read this epub in a portrait (vertical) orientation.

But, if you change the screen orientation to landscape mode, the text and images will reflow or change their format to suit the wider, but shorter view.



Reflowable layouts are normally used if most of the ebook is made up of text. Some illustrations will work acceptably in reflowable layouts, but their position in relation to the text should not be of critical importance.

A reflowable layout allows the text and pictures to adjust to the screen size of any device. You can also adjust the settings for a reflowable format epub.

You can also change the size of the letters and the font. Once you've chosen your new setting, the layout changes automatically because it's a reflowable format. One significant advantage of reflowable format is that vision-impaired readers can make the text bigger so it is easier to read.

Appendix B: Draft2Digital terms of service explained

You may also wish to read the following:

[Revision History](#)

[Payment Splitting Terms & Conditions](#)

[Shared Universe Terms & Conditions](#)

[Affiliate Program Terms & Conditions](#)

[Audiobook Terms & Conditions](#)

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| <p>Draft2Digital TERMS OF SERVICE Effective May 10, 2025</p> | <p>A few notes on key points in the Draft2Digital terms of service</p> <p>IMPORTANT: These notes do not in any way override the official terms of service. These notes are intended only as a guide to the original.</p> |
| <p>OVERVIEW</p> <p>These Terms of Service (the “Terms” or “Agreement”) is a binding contract between you and Draft2Digital LLC (“we” or “us” or “Draft2Digital”) regarding for participation in a digital and physical self-publication and distribution program (the “Program”) through the website draft2digital.com (the “Site”).</p> <p>Under these Terms, Draft2Digital will:</p> <ol style="list-style-type: none"> 1. Convert your manuscript into an ebook or print format which we refer to as a Work. 2. Deploy those Works to online and retail bookstores. 3. Provide online reports to you concerning sales of your Works. 4. Provide you payment of royalties from the sale of your Work, less a commission payable to Draft2Digital as explained below. <p>You, the author:</p> <ol style="list-style-type: none"> 1. Are and will remain the owner of your Works and all rights to them; Draft2Digital has a right to commissions, but has no claim to the copyright or ownership in your Works. 2. Set the sales price of your Works, subject to the exception described in Section 11(d) below, and write the description that appears in bookstores, whether online or otherwise. You can change either the price or description at any time. 3. May delist any of your Works from Draft2Digital or terminate this Agreement at any time, provided that Draft2Digital is entitled to its commission on sales of your Works prior to delisting. <p>The Overview is a summary of the Terms. The Terms themselves are a contract between Draft2Digital and you. Given the importance of these Terms, which constitute a binding contract, we encourage you to study them carefully.</p> | <p><i>The Overview is a summary of the Terms. Study the Terms very carefully, as the Terms amount to a binding agreement in which both you and Draft2Digital have certain rights and responsibilities.</i></p> |

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| <p>TERMS OF SERVICE</p> <p>This Agreement is a binding contract between us and the individual or entity identified as the Publisher (“you” or “Publisher” or “author”) with respect to your participation in the Program and distribution of manuscripts and other materials that are converted into content for distribution through the Program (all such content referred to as your “Works” or “Work”). If the Publisher is an entity, the individual person who accepts this Agreement for Publisher represents and warrants that he or she is entitled to enter this Agreement as an authorized representative of Publisher and to bind Publisher to the terms of this Agreement.</p> <p>1. Terms Acceptance. You accept this Agreement and agree to be bound by its terms by either (a) clicking Accept where you’re given the option to do so or (b) by using the Program or Site, or any part of it. If you don’t accept the Terms, you are not entitled to use the Program or Site.</p> <p>2. Changes to the Terms, Program or Site. We reserve the right to change the Site, the Program or these Terms at any time in our sole discretion. Any such changes will be effective 30 days after we post notice of such a change at the top of the Terms. If you do not like any amendment, you are free to terminate use of the Program and Site.</p> | <p><i>You have to agree to these terms. If you do not, you will not be able to use Draft2Digital, or publish through WritePublishRead.</i></p> <p><i>You need to be legally able to sign the agreement. Remember, if you are under 18 years of age, you will need to have a guardian agree to any contractual agreements or terms and conditions and they will need to use Draft2Digital on your behalf.</i></p> <p><i>Draft2Digital will let you know whenever they change these terms of service.</i></p> |
| <p>3. Retailers – Terms of Service. Our ability to distribute your Works to various physical and online bookstores and other retailers (collectively referred to as “bookstores”) is determined by the terms of service of those bookstores. If your Works are not acceptable to one or more bookstores under their terms of service or otherwise, we will notify you and you will have the option of modifying your Works to make them acceptable for sale. We and you each agree that neither will take any steps that either of us know or have reason to know will violate the terms of service of any bookstore through which your Works are sold. We may cease selling Works through any bookstore whose terms of service or distribution conditions are or become unacceptable to us for any reason.</p> | <p><i>Your book needs to meet the online bookstores’ terms of service. Draft2Digital will not sell your book to any bookstore if these terms are not met. They will let you know if your book does not meet the terms and give you the opportunity to fix the problem so that your book is acceptable for sale.</i></p> <p><i>Draft2Digital can decide to stop selling your book to any bookstore if the bookstore’s terms are unacceptable to Draft2Digital.</i></p> |
| <p>4. Commissions. We shall receive funds provided to us from bookstores that are generated from the sale, loan and other distribution of your Works. You agree that we are entitled to deduct and keep a commission of 15% of those proceeds generated as payment for our services in the Program and under this Agreement (the “Commissions”).</p> | <p><i>Draft2Digital takes a 15% commission of all funds received from the sale and distribution of your book from bookstores as payment for their services.</i></p> |

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| <p>5. Third Party Websites. Your use of any bookstore to sell or your Works or any other linked websites and/or correspondence or business dealings with, or participation in promotions of, advertisers or third party vendors found on or through the Site, including payment and delivery of related goods or products, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such third party. Except for the limited obligation to pay to you monies we receive from bookstores less our Commission, you agree that Draft2Digital shall not be responsible or liable for any claim, loss or damage of any sort incurred as a result of any such dealings or as the result of the presence of such advertisers or links on the Site. We expressly disclaim any representations made by bookstores or other third parties regarding the content or accuracy of materials on any third-party websites and, because Draft2Digital has no control over such sites, you acknowledge and agree that Draft2Digital is not responsible for the availability of such external or co-branded sites, and does not endorse and is not responsible or liable for any content, advertising, products, or other materials on or available from such sites. You are responsible for reviewing the privacy statements and policies of other websites you choose to link to or from the Site, so that you can understand how those websites collect, use and store your information. We are not responsible for the privacy statements, policies or content of other websites, including websites you link to or from our co-branded Site. Websites containing co-branding (referencing our name and a third party's name) contain content delivered by the third party and not us.</p> | <p><i>Draft2Digital is only obliged to pay you your royalties received from bookstores on the sale of your book less their Commission.</i></p> <p><i>They are not responsible or liable for any claim, loss or damage or any issue related to Third Party Websites – i.e. online bookstores that are selling or promoting your book.</i></p> <p><i>It is your responsibility to check the terms of service, privacy statements and policies with these other websites. You can choose to link to their sites or not.</i></p> |
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| <p>c. Prices. All prices, discounts, and promotions posted on this Site are subject to change without notice. The price charged for a product or service will be the price advertised on this Site at the time the order is placed, subject to the terms of any promotions or discounts that may be applicable. The price charged will be clearly stated in your order confirmation email. Price increases will only apply to orders placed after the time of the increase. Posted prices do not include taxes or charges for shipping and handling. All such taxes and charges will be added to your total price, and will be itemized in your shopping cart and in your order confirmation email. We strive to display accurate price information, however we may, on occasion, make inadvertent typographical errors, inaccuracies or omissions related to pricing and availability. We reserve the right to correct any errors, inaccuracies, or omissions at any time and to cancel any orders arising from such occurrences.</p> <p>d. Payment Terms. Terms of payment are within our sole discretion and, unless otherwise agreed by us in writing, payment must be received by us before our acceptance of an order. We, through our third-party payment provider(s), accept the credit cards and other payment mechanisms listed at the payment portion of the Storefront, which is subject to change, for all purchases. You represent and warrant that (i) the credit card or other payment information you supply is true, correct and complete, (ii) you are duly authorized to use such credit card or payment mechanism for the purchase, (iii) charges incurred by you will be honored by your credit card company or your payment provider, and (iv) you will pay charges incurred by you at the posted prices, including shipping and handling charges and all applicable taxes, if any, regardless of the amount quoted on the Site at the time of your order.</p> <p>e. Shipments and Delivery. We or our vendors will arrange for shipment of the products to you. Please check the individual product page for specific delivery options, if made available. You will pay all shipping and handling charges unless otherwise specified. Risk of damage or loss of the products pass to you upon delivery of the products to the carrier. Shipping and delivery dates are estimates only and cannot be guaranteed. Neither we nor our vendors will be liable for any delays in shipments.</p> <p>f. Returns and Refunds. Unless otherwise designated on the Site, all sales are final and non-returnable. If you believe a product may be defective or have a question about your purchase, please contact us at draft2digital.com/contact/.</p> | <p><i>All prices, discounts, and promotions posted on Draft2Digital's Storefront Site are subject to change without notice.</i></p> <p><i>Prices do not include taxes or charges for shipping and handling. These additional costs will be listed in your cart and order confirmation email.</i></p> <p><i>Draft2Digital can correct any errors, inaccuracies, or omissions related to pricing and availability at any time and they can also cancel any orders arising from such occurrences.</i></p> <p><i>Payment must take place before Draft2Digital accepts an order and you must adhere to their payment terms. Note that prices posted on the website do not include shipping and handling charges or taxes. You will need to pay for these in addition to the amount quoted on the website at the time of your order.</i></p> <p><i>You will need to check the delivery options on their or a vendor's website. You will pay for all the shipping and handling charges and Draft2Digital and the selected vendor are not responsible for any loss or damages. Delivery dates are estimates and Draft2Digital and their vendors are not liable for any delay in shipments.</i></p> <p><i>Sales are final and non-returnable. If you have queries you can make contact by visiting draft2digital.com/contact/</i></p> |

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| <p>7. Change Tokens. As part of the Program, we may enable you to purchase change tokens or provide complimentary change tokens redeemable for certain changes to a single title of your Work(s) ("Change Tokens"). Example changes that can be redeemed via Change Tokens include an update or change to the manuscript, cover image, and cover lamination of your Work. Change Tokens, however acquired, may only be redeemed on the Site through your account. Change Tokens have no cash value, are non-transferrable, non-refundable, non-exchangeable, not combinable, are provided on and redeemed on a single Work basis. We may provide 1 complimentary Change Token per Work 90 days after the applicable Work's last submitted change. Complimentary Change Tokens do not accumulate, meaning that if you do not use it, you lose it – or that at most, at any given time, you will have 1 complimentary Change Token per Work. A purchased Change Token does not offset or otherwise impact any complimentary Change Token we provide. You are not limited on the amount of Change Tokens you can purchase. Purchased Change Tokens will be associated with your account until you select and apply such purchased Change Token to a Work. The complimentary Change Token is tied to a particular Work and cannot be transferred between different titles if you have more than one Work in the Program. All Change Tokens are valid for a limited time as described in this Agreement and expire immediately upon the suspension or termination of your account unless used prior to suspension or termination. We do not guarantee that Change Tokens will be available at all times or at any given time, or that we will continue to offer Change Tokens for any particular length of time.</p> | <p><i>Print titles work differently to ebooks. You cannot make unlimited free changes to your Print Book files.</i></p> <p><i>Draft2Digital provides one free Change Token every 90 working days from the submission date or last submitted change. A Change Token allows you to make changes to your print edition. The free Change Token is linked to a particular book and they do not accumulate. You may not move it to another book.</i></p> <p><i>If you need to make more changes you'll need to buy Change Tokens on the purchase token page to pay for any further changes needed. Change tokens will expire if your account is suspended or if you terminate your account.</i></p> <p><i>Draft2Digital does not guarantee this service. It's best to make sure your manuscript is final and as perfect and error free as possible before you upload and publish your book.</i></p> |
| <p>8. Term and Termination.</p> <p>a. The term of this Agreement will begin upon your acceptance of it and will continue until it is terminated by us or by you.</p> <p>b. We are entitled to terminate this Agreement at any time with or without cause by providing you notice of termination.</p> <p>c. You are entitled to terminate at any time with or without cause by providing us notice of termination.</p> <p>d. Upon notice of termination by us or you, we will cease selling your Works and give notice to all bookstores through which we are distributing your Works to cancel listings and terminate sales of your Works within 5 business days from the date of notice of termination; it is possible that some bookstores may not immediately cease sales of your Works through which we distribute your Works following receipt of such notice, and, until such bookstores cease sales of your Works, all sales by bookstores through which we distribute your Works following such notice remain subject to these terms.</p> <p>e. Notwithstanding anything to the contrary herein, you agree that following termination or suspension, we or the bookstores through which we distribute your Works may fulfill any customer orders for your Works pending as of the date of termination or suspension.</p> | <p><i>Both you and Draft2Digital can terminate the agreement without any cause at any time. You need to give Draft2Digital notice of termination. On receipt of the termination notice Draft2Digital will stop selling your book and give notice within 5 working days to all the bookstores they distribute your book to. Stores might not stop selling your book immediately. If there are, for example, pending orders, Draft2Digital or the bookstores will fulfil those orders and these orders will be subject to the original terms and conditions.</i></p> |

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| <p>f. The following provisions of this Agreement will survive termination of this Agreement: Sections 1, 3, 4, 11, 13, 14, and 16. All rights to Works acquired by customers will survive termination.</p> <p>g. We are entitled to Commissions on all sales completed by us or by bookstores through which we distribute your Works prior to termination.</p> | <p><i>Even after the Agreement is terminated, note that clauses 1, 3, 4, 11, 13, 14 and 16 still remain in force.</i></p> <p><i>Draft2Digital is entitled to its commission on all sales of your book completed by Draft2Digital or its bookstores before the notice of termination.</i></p> |
| <p>9. Program Eligibility and Registration. As a condition to participating in the Program, you represent, warrant, covenant and agree that you:</p> <ul style="list-style-type: none"> a. agree to these Terms and our Privacy Policy; b. shall create and maintain an active Program account using the online form found https://draft2digital.com/register/; c. are of sound mind and are at least 18 years old or the legal age of majority in your place of residence; d. shall ensure that all information you provide in connection with establishing your Program account (such as your name, address and email) is accurate when you provide it, and keep it up to date as long as you use the Program; e. are the owner of all copyright and other rights in and to the Works you provide us for distribution through the Program or, if you are not the full owner, have all requisite licenses and consents to permit us to distribute the Works you provide to us and grant the rights as described in Section 15 below; f. shall not establish a new account if we terminate your account; g. shall not use false identities or impersonate any other person or use a username or password you are not authorized to use; h. authorize us, directly or through third parties, to make any inquiries we consider appropriate to verify account information you provide; i. consent to us sending you emails from time to time to communicate with you about your participation in the Program; j. remain solely responsible for safeguarding and maintaining the confidentiality of your account username and password and are responsible for all activities that occur under your account, whether or not you have authorized the activities; k. your participation in the Program and agreement to these Terms shall not violate an agreement among you and a third party; l. shall not permit any third party to use the Program through your account and will not use the account of any third party; and m. agree to immediately notify Draft2Digital of any actual or suspected unauthorized use of your username, password or account. | <p><i>This section describes what requirements you need to meet and steps you need to take to keep to the terms of the agreement.</i></p> <p><i>When you have created your Draft2Digital account you must choose a payment method and take the tax interview as soon as possible to maintain an active Program account to continue to use Draft2Digital services.</i></p> <p><i>You must be the copyright owner of all the material in your book. If you have used anyone else's words or pictures in your book you must get permission from them before you publish.</i></p> <p><i>Draft2Digital must have valid and verifiable tax information on file before you can be paid. This information is also required for you to keep your account active and in good standing. If you do not supply Draft2Digital with all the account and tax information that they need, Draft2Digital will delist your ebook.</i></p> <p><i>You have to agree to these terms. If you do not, you will not be able to use Draft2Digital, or publish through WritePublishRead.</i></p> |

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| <p>10. Distribution Rights.</p> <ul style="list-style-type: none"> a. Delivery. You must provide to us a completed manuscript in Microsoft Word or Word-compatible format for each of the Works you desire to distribute through the Program. You may also provide a cover; if you do not provide a cover, we will generate one for you. b. Formatting. We will use your manuscript to create and format your Works in electronic or print form. The style of such formatting shall be determined by us in our sole discretion. c. Errors. We are not responsible for any errors in the manuscript you provide for us as the basis for your Works. We will provide you access to a proof copy of your Works prior to distributing it to bookstores. It will be your sole responsibility to carefully examine the proof copy for errors and report them to us. We may, in our discretion, limit the number of times we correct errors in proof copies. If you discover any errors in the formatting of your Works, our sole obligation is to correct the errors you report to us as of or after the date you provide us notice of such errors. d. Rejection of Works. We are entitled to determine what content we accept and distribute through the Program in our sole discretion. e. Additional Information. If we request that you provide additional information relating to your Works, such as information confirming that you have all rights required to permit our distribution of the Works, you will promptly provide the information requested, and you represent and warrant that any information and documentation you provide to us in response to such a request will be current, complete, and accurate. You authorize us, directly or through third parties, to make any inquiries we consider appropriate to verify your rights to permit our distribution of the Works and the accuracy of the information or documentation you provide to us with respect to those rights. | <p><i>You must publish your book in the format Draft2Digital wants, using the Draft2Digital platform (the WritePublishRead handbook explains how).</i></p> <p><i>It is your responsibility to ensure that your book is as perfect and error-free as possible.</i></p> <p><i>You must be the copyright owner of all the material in your book. If you have used anyone else's words or pictures in your book you must get permission from them before you publish and you must be able to prove to Draft2Digital that you have the rights, if they or a third party authorised by Draft2Digital request proof of rights.</i></p> |

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| <p>11. Pricing and Program Terms.</p> <p>a. You will provide a retail or list price for each Work you submit to us (the “List Price”).</p> <p>b. The royalty rates paid by various bookstores are set by those bookstores and may vary depending upon the List Price. While we may provide to you information we know concerning those rates, you are solely responsible for determining the royalty rates paid by online bookstores and setting the List Price, and are entitled to set any List Price you deem appropriate so long as it is acceptable to the bookstores through which we distribute.</p> <p>c. The List Price you provide will be exclusive of sales, value-added or similar taxes which are assessed in connection with the sales of your Works.</p> <p>d. In some circumstances we may need to adjust the List Price of one or more of your Works in order to prevent you from incurring a “negative” royalty, where you lose money on the sale of your Work. You agree that we can adjust the List Price automatically, as-needed, and without prior notice to you in order to bring any resulting negative royalty up to zero. We will endeavor, but are not obligated, to notify you in advance of adjusting your List Price. You will be provided with notification after the List Price is changed by us and you will be able to go into your account and adjust the List Price to your desired amount, provided that your desired List Price does not fall below minimum unit cost for that particular Work and result in a negative royalty.</p> | <p><i>The List Price you provide Draft2Digital is exclusive of sales, value-added or similar taxes.</i></p> <p><i>Each retailer has specific taxes and policies that are also region specific – the royalties you receive will depend on where the book sells.</i></p> <p><i>You are responsible for finding out what the royalty rates are for each store and for setting your List Price for each book. Your List Price must be acceptable to the bookstores that Draft2Digital distribute to.</i></p> <p><i>Draft2Digital can change your List Price to change a negative royalty to zero without notifying you, though they will try to tell you beforehand. They will tell you after they have done this. You can then change your price, as long as it doesn’t result in a negative royalty.</i></p> |
| <p>12. Payments.</p> <p>a. Royalties. Subject to Section 17(a), for each Work sold through the Program, you will receive the full amount paid by the online bookseller to us as royalties less our Commissions. You understand, acknowledge and agree that royalties received by you are in no way under our control and are dependent on the royalty rate provided by bookstores, the List Price set by you and the number of your Works that are sold. You also acknowledge and agree that bookstores may deduct sales tax and other surcharges from the gross sales of your Works, over which deduction we have no control. You further acknowledge and agree that Draft2Digital is in no way responsible or liable for the royalties paid to us by bookstores. If you have a dispute with a retailer, whether online or otherwise, of your Works, you must resolve it with that third party.</p> <p>b. Payment Terms. We will pay you royalties received from bookstores on your Work sales within 15 business days following the end of each month. You understand that, pursuant to their terms of service, bookstores usually defer payment of royalties for a period of time following the end of the period for which royalties are calculated. We have no obligation to pay any royalties to you until after we receive those payments ourselves. In the event of a failure on the part of any bookstore to pay royalties to us for any reason, we will have no obligation to pay royalties to you.</p> | <p><i>If the copyright of the book is yours and if there is no legal claim against your book by anyone, you will earn royalties on sales of your book.</i></p> <p><i>Each time your book is sold, you will receive royalties once the online bookseller has paid Draft2Digital their share. The amount Draft2Digital receives from the bookseller will be minus the bookseller’s fee (which also includes taxes and other costs – this varies but is approximately 30%). Draft2Digital will then pay you your royalty for every book sold minus their commission (which is currently 15%).</i></p> |

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| <p>c. At the time of our payment of royalties to you, we will make available to you a report detailing sales of Works and corresponding royalties. All payments will be made via check, PayPal, Payoneer or Electronic Funds Transfer (“EFT”) payments or other method we designate.</p> <p>i. If payment is made by check, we will accrue royalties payable until they equal or exceed \$100 US Dollars (“USD”) before paying you.</p> <p>ii. If payment is made via Payoneer, we will accrue royalties payable until they equal or exceed \$20 USD before paying you.</p> <p>iii. If payment is made via PayPal, there is no minimum payment threshold to satisfy before paying you.</p> <p>iv. If payment is made via International EFT, we will accrue royalties payable until they equal or exceed \$10 USD before paying you. For Domestic EFT, there is no minimum payment threshold. If your financial institution imposes any fees in connection with EFT payments, you will be responsible for paying such fees.</p> <p>d. Various booksellers may, under their terms of service, or standard business practices, withhold, offset or reduce royalties for various reasons. We will only deliver royalties to you that we actually receive.</p> <p>e. You are responsible for any income or other taxes due and payable resulting from payments to you by Draft2Digital under this Agreement. We will be required to report payments you receive to taxing authorities as required by tax laws and regulations. For this purpose, you will provide us with an appropriate tax identification number (SSN or EIN) upon request.</p> <p>f. Royalty payments to You via PayPal and/or check are subject to the additional fees and expenses as follows: For PayPal, 2.5% of the Royalties paid with a maximum fee of \$1.50 for U.S.-address-based PayPal payments. Non-U.S.-address-based PayPal payments are subject to varying fee percentages based on country, but each have a maximum fee of \$25.00 per payment. For checks, a flat fee of \$2.50 per payment made via check to U.S. addresses and \$4.00 per payment made via check to non-U.S. addresses. As used herein, "U.S. addresses" means addresses within the United States, excluding territories and Puerto Rico.</p> | <p><i>The royalty rate is dependent on the List Price you set, the number of books sold and each bookstore’s royalty rate. You agree each retailer has specific taxes and other costs and that Draft2Digital has no control over royalties received.</i></p> <p><i>You will need to resolve any dispute directly with the retailer.</i></p> <p><i>Draft2Digital will only pay you royalties on monies that they receive from bookstores. (If they don’t get any money, neither will you.) They will pay you royalties they have received from bookstores (minus their commission) within 15 business days following the end of each month. They will also include a sales report that shows the sales and royalties received as long as the payment threshold has been met.</i></p> <p><i>You can choose different payment options to receive your royalties. However, you will only receive royalties once Draft2Digital’s payment threshold has been met. For example, the threshold for International Direct Deposit is a minimum of \$10 USD.</i></p> <p><i>You are responsible for paying tax; however, you will need to provide Draft2Digital with your SARS tax number as they need to report payments to US tax authorities.</i></p> |
| <p>13. Books to Read. All participants in the Program will be provided with a Universal Link to be used on www.books2read.com free of charge, which Universal Link shall be subject to the terms of service of www.books2read.com found here and is more fully described in those terms of service.</p> | <p><i>You’ll get a free Universal Book Link (UBL). See the previous section in this handbook on Books2Read for more information.</i></p> <p><i>Study the Books2Read terms of service very carefully.</i></p> |

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| <p>14. New Release Notifications All participants in the Program will be also be allowed to create a New Release Notification link found at www.books2read.com for no charge, which page will provide a listing of Works that are recently published through our services, also subject to its own terms of service found here. For no charge, readers using the New Release Notification link will have the ability to sign up to be on a mailing list for the author’s specific New Release Notification page to receive updates concerning the page and Works published through the Program.</p> | <p><i>You’ll also be able to create New Release Notifications at Books2Read. See the previous section in this handbook on Books2Read for more information.</i></p> <p><i>Study the Books2Read terms of service very carefully.</i></p> |
| <p>15. Grant of Rights. You grant to Draft2Digital, throughout the term of this Agreement, a nonexclusive, worldwide right and license to distribute Works, directly and through third-party bookstores of your choice, in all digital and print formats (now or hereafter created) by all digital and physical distribution means available. This right shall be irrevocable unless and until you terminate this Agreement according to its terms. Some of the rights you grant to us are necessary for bookstores to operate according to their terms of service.</p> <p>a. Your grant of rights to us includes, without limitation, the right to: (a) reproduce and store Works on one or more computer facilities, and reformat, convert and encode Works and at various warehouses; (b) display, market, transmit, distribute, sell and otherwise digitally and physically make available all or any portion of Works through bookstores selected by you for customers and prospective customers to download, access, copy and paste, print, annotate and/ or view online and offline, including on portable devices; (c) permit customers to "store" Works that they have purchased on servers ("Virtual Storage") and to access and re-download such Works from Virtual Storage from time to time both during and after the term of this Agreement; (d) display and distribute (i) your trademarks and logos in the form you provide them to us or within Works (with such modifications as are necessary to optimize their viewing), and (ii) portions of Works, in each case solely for the purposes of marketing, soliciting and selling Works; (e) use, reproduce, adapt, modify, and distribute, as we determine appropriate, in our sole discretion, any metadata and physical data that you provide in connection with Works; and (f) transmit, reproduce and otherwise use (or cause the reformatting, transmission, reproduction, and/or other use of) Works as mere technological incidents to and for the limited purpose of technically enabling the foregoing (e.g., caching to enable display).</p> <p>b. In addition, you agree that we may permit bookstores you select, their and our affiliates and independent contractors, and their and our affiliates' independent contractors, to exercise the rights that you grant to us in this Agreement.</p> | <p><i>You are the owner of your book. In your capacity as the rights holder, you give Draft2Digital the right to distribute, market and sell your ebook or printed book around the world through online bookstores. (Draft2Digital gives you the option to choose from their list of available bookstores.)</i></p> <p><i>These same rights are also extended to affiliates and independent contractors of Draft2Digital and the bookstores you select.</i></p> <p><i>You may also use anyone else to distribute, market and sell your ebook or printed book.</i></p> |

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| <p>c. You grant us the additional right to use your manuscript and Works files for the purpose of improving and enhancing our systems for converting and distributing electronic and physical books. No sales or licensing of your Works will take place pursuant to this sub-paragraph.</p> <p>d. You grant us the rights set forth in this Paragraph and elsewhere in this Agreement on a worldwide basis unless territorial limitations are set forth in a separate agreement signed by you and us.</p> <p>e. You are the owner of the Work files that we create, and your ownership is subject to the rights granted to us by you herein.</p> | <p><i>You also give Draft2Digital the right to use your files to improve their system.</i></p> |
| <p>16. Property Rights in the Site and Program. We own the Site and Program and all intellectual property related to the Site and Program. All content, organization, graphics, design, compilation, products and product designs, and other matters related to or included on the Site are protected under applicable copyright, trademark, or other proprietary rights and owned by us, including, without limitation, our name and logos and slogans and the names and logos of our products, such as DRAFT2DIGITAL, and you must not use the foregoing without our prior written permission. We do not own author content advertised on the Site or any rights to any third-party logos, product and service names, designs and slogans referred to on the Site or as a party of the Program. If you believe that your work has been copied on the Site in a way that constitutes copyright infringement or otherwise violates your intellectual property rights, please contact us and provide us with the following: (i) identification of what is claimed to have been infringed; (ii) identification of what is claimed to be infringing; (iii) your contact information (or the contact information of the person we need to contact about the infringement); (iv) a statement that the person submitting the complaint is doing so with a good faith belief that use of the material in the manner complained of is not authorized by the owner, its agent, or the law; (v) a statement that the information provided is accurate, and under penalty of perjury; (vi) a physical or electronic signature of the person submitting the complaint; and (vii) if that person is not the owner of the content at issue, a statement that the person submitting the complaint is authorized to act on the owner's behalf.</p> | <p><i>Draft2Digital owns the Draft2Digital website and program and the intellectual property related to the website and program.</i></p> <p><i>You need to get permission in writing from Draft2Digital if you would like to use any of their content on their website including all logos, branding and the Draft2Digital name.</i></p> <p><i>If you find out that someone is illegally using your book (downloading, copying or sharing without buying it) you must tell Draft2Digital and provide any documentation and detail required as indicated here.</i></p> |

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| <p>17. Representations, Warranties and Indemnities. You represent and warrant that: (a) you have the full right, power and authority to enter into and fully perform this Agreement and will comply with the terms of this Agreement; (b) prior to you or your designee's delivery of your Work or any other content, you have obtained all rights that are necessary for the exercise of the rights granted under this Agreement; (c) neither the exercise of the rights authorized under this Agreement nor any materials provided or embodied in the content you provide us nor the sale or distribution of the same will violate or infringe upon the intellectual property, proprietary or other rights of any person or entity, including, without limitation, contractual rights, copyrights, trademarks, common law rights, rights of publicity, or privacy, or moral rights, or contain defamatory material or violate any laws or regulations of any jurisdiction; (d) you will not upload, post, submit, email, transmit, or otherwise make available through Program anything that: (i) contains falsehoods or misrepresentations that could damage Draft2Digital or any third party; (ii) is unlawful, obscene, defamatory, libelous, threatening, pornographic, harassing, hateful, racially or ethnically offensive, or encourage conduct that would be considered a criminal offense, give rise to civil liability, violate any law, or are otherwise inappropriate; (iii) disseminates or transmits any worms, viruses or other harmful, disruptive or destructive files, code or programs; (iv) impersonates another person without their consent; (v) you do not have a right to make available under any law or under contractual or fiduciary relationships; or (vi) otherwise violate these Terms; (e) you will ensure that all Works delivered under the Program comply with the technical and physical delivery specifications provided by us; and (f) you will be solely responsible for accounting and paying any co-owners or co-administrators of any Work or portion thereof any royalties with respect to the uses of the content and their respective shares, if any, of any monies payable hereunder.</p> | <p><i>You acknowledge that you have the legal right to enter into the agreement and that you are the copyright owner of all the material in your book and that you have obtained permission if you have used anyone else's words or pictures in your book.</i></p> <p><i>(Remember, you may not agree to any contractual agreements or terms and conditions if you are under the age of 18.)</i></p> <p><i>Very important here is that:</i></p> <ol style="list-style-type: none"> <i>1. your work does not damage anyone's reputation or share private information about a person.</i> <i>2. your work does not plagiarise someone else's work.</i> <p><i>Please read through the list very carefully since all the other items are also important.</i></p> |

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| <p>a. To the fullest extent permitted by applicable law, you shall indemnify, defend and hold Draft2Digital, its officers, directors, employees, affiliates, subcontractors and assigns harmless from and against any loss, claim, liability, damage, settlement, cost (including reasonable attorneys’ fees), action or cause of action that arises from or is related to any actual or alleged breach by you of any of your representations, warranties, covenants or obligations set forth in these Terms (a “Claim”). You may not settle or compromise any Claim for which Draft2Digital is seeking to be indemnified or defended hereunder without the prior written consent of Draft2Digital, which consent may not be unreasonably withheld, unless such settlement or compromise is solely for monetary damages that are fully payable by you, does not involve any admission, finding or determination of wrongdoing or violation of law by Draft2Digital and provides for a full, unconditional and irrevocable release of Draft2Digital from all liability in connection with such Claim. We will be entitled, at our expense, to participate in the defense and settlement of the Claim with counsel of our own choosing. In the event of a Claim or any actual, alleged or suspected breach by you of any of your representations, warranties, covenants or obligations set forth in these Terms, Draft2Digital is entitled to withhold and suspend payment of royalties to you until such time that Draft2Digital determines such royalties are not related to any actual, alleged or suspected breach by you of any of your representations, warranties, covenants or obligations set forth in these Terms, and you agree that you are not entitled to any royalties related to any actual, alleged or suspected breach by you of any of your representations, warranties, covenants or obligations set forth in these Terms.</p> <p>b. Nothing herein is intended to grant you any license or other rights to any intellectual property or technology owned or operated by Draft2Digital, including, without limitation, any trademarks or trade names. Nothing in these Terms restricts any rights we may have under applicable law or a separate permission.</p> <p>c. Unless otherwise agreed to in writing by Draft2Digital, you are only permitted to have one Program account. If you have a legitimate business need to create an additional account, send your request at draft2digital.com/contact/ with an email copy to legal@draft2digital.com. Draft2Digital has no obligation to approve any such request and will review them on a case-by-case basis. Draft2Digital has the right to suspend services and terminate this Agreement in the event Draft2Digital believes, in good faith, that you have or threaten to: (i) create more than one account without written authorization from Draft2Digital; (ii) provide false information to Draft2Digital, including false information pertaining to your identity when creating a Program account; or (iii) impersonate others in relation to the Program or use a Program account you are not authorized to use. You acknowledge and agree that Draft2Digital has no obligation to pay you, and you agree to forfeit, any and all royalties earned under or in relation to a Program account created in violation of this Section 17(c)</p> | <p><i>This section also talks about how you as the author will protect (indemnify) Draft2Digital in various situations.</i></p> <p><i>If you say something that is not true in terms of this agreement and somebody makes a claim against Draft2Digital, you will protect Draft2Digital and any person related to them from any expenses they have to pay to defend themselves.</i></p> <p><i>If Draft2Digital receives a claim as described in 17a, they will hold back any money owed to you until the claim is resolved. They will not do this without a good reason, though.</i></p> <p><i>You may only have one account with Draft2Digital and will need to get permission in writing from them if you need to create an additional account. If you open an additional account without permission Draft2Digital has the right to suspend its services and terminate the agreement with you and you will forfeit all royalties earned through the additional account(s).</i></p> |

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| <p>18. Limitation of Liability. THE PROGRAM AND SITE ARE EACH PROVIDED "AS IS." WE WILL IN NO EVENT BE LIABLE FOR ANY LOSS OF DATA, LOSS OF PROFITS, COST OF COVER OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR RELIANCE DAMAGES ARISING FROM OR IN RELATION TO THIS AGREEMENT OR USE OF THE SITE OR PARTICIPATION IN THE PROGRAM, OR FOR ANY EQUITABLE REMEDY OF DISGORGEMENT OR OTHERWISE, HOWEVER CAUSED AND REGARDLESS OF THEORY OF LIABILITY. IN NO EVENT WILL OUR LIABILITY UNDER OR RELATED TO THIS AGREEMENT EXCEED THE AMOUNT OF FEES ACTUALLY PAID TO YOU BY DRAFT2DIGITAL UNDER THIS AGREEMENT FOR THE TWELVE-MONTH PERIOD IMMEDIATELY PRECEDING YOU INITIATING A LAWSUIT AGAINST US. WE SPECIFICALLY DISCLAIM, WITH RESPECT TO ALL SERVICES, SOFTWARE, CONTENT OR PRODUCTS PROVIDED BY, THROUGH, OR ON BEHALF OF US IN CONNECTION WITH THIS AGREEMENT, ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT OR WARRANTIES THAT MAY ARISE OUT OF COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OR TRADE PRACTICE. PUBLISHER ACKNOWLEDGES AND AGREES THAT DRAFT2DIGITAL CANNOT ENSURE THAT WORKS SUBMITTED BY OR ON BEHALF OF PUBLISHER WILL BE PROTECTED FROM THEFT OR MISUSE OR THAT CUSTOMERS WILL COMPLY WITH ANY CONTENT USAGE RULES DRAFT2DIGITAL MAY MAKE APPLICABLE IN CONNECTION WITH USE OF WORKS, AND DRAFT2DIGITAL WILL HAVE NO LIABILITY ARISING FROM A FAILURE OF ANY SECURITY SYSTEM OR PROCEDURE OR OF ANY CUSTOMER TO COMPLY WITH ANY CONTENT USAGE RULES. DRAFT2DIGITAL RELIES ON COMPLEX SYSTEMS AND PROCESSES. WE STRIVE TO MAKE OUR SYSTEMS AND PROCESSES ERROR-FREE AND EFFICIENT, BUT WE CANNOT GUARANTEE THAT THEY WILL BE, AND WE WILL HAVE NO LIABILITY ARISING FROM SYSTEM OR PROCESS FAILURES, INTERRUPTIONS, INACCURACIES, ERRORS OR LATENCIES. Some jurisdictions do not allow limitations on liability or disclaimer of implied warranties, so all or a portion of the foregoing may not apply to you. In this case, Draft2Digital's liability and the effect and/or duration of any implied warranty is limited to the minimum permissible under applicable law.</p> | <p><i>The Draft2Digital service is provided 'as is' to the end-user and makes no guarantees. Draft2Digital will not be held responsible or liable for any damages, losses, costs or issue relevant to your book.</i></p> <p><i>Draft2Digital does not make any guarantees for various things including defects if the ebook is installed in the wrong way; or damage caused by misuse of their platform or any other abuse or misuse by you or the end-user.</i></p> |

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| <p>19. General Legal Provisions.</p> <ol style="list-style-type: none"> a. If any provision of this Agreement is held invalid by a court with jurisdiction over the parties to this Agreement, that provision will be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law, and the remainder of this Agreement will remain in full force and effect. b. The parties to this Agreement are independent contractors. Each party will bear its own costs and expenses in performing this Agreement. c. The failure of either party to enforce any provision of this Agreement will not constitute a waiver of the party's rights to subsequently enforce the provision. d. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF OKLAHOMA, WITHOUT REFERENCE TO RULES GOVERNING CHOICE OF LAWS. YOU HEREBY IRREVOCABLY CONSENT TO AND WAIVE ANY OBJECTION TO THE EXCLUSIVE JURISDICTION AND VENUE OF THE FEDERAL AND STATE COURTS LOCATED AT OKLAHOMA COUNTY, OKLAHOMA WITH RESPECT TO ANY CLAIMS, SUITS OR PROCEEDINGS ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY. e. This Agreement is made in the English language only, which shall be controlling in all respects. No translation, if any, of this Agreement or Privacy Policy into any other language shall be of any force or effect in the interpretation of this Agreement of the intent or obligations of either party. All notices and communication shall only be effective if received in the English language. f. You may not assign any of your rights or obligations under this Agreement, whether by operation of law or otherwise, without the prior written consent of Draft2Digital, except that either you may assign any of your rights and obligations under this Agreement without consent in connection with the sale of all or substantially all of your assets but you must give Draft2Digital written notice of the assignment no later than ten (10) business days following the assignment. Draft2Digital may freely assign its rights or obligations under this Agreement without notice to you. g. Draft2Digital LLC will not be liable to you for any failure or delay in the performance of its obligations hereunder caused by any event or circumstance beyond its control, including, but not limited to, denial-of-service attacks, insurrection, fires, flood, storm, explosions, acts of God, war, terrorism, pandemics, epidemics, and the like, and labor conditions. | <p><i>If any one part of this agreement is found to be invalid, it will not make the rest of the agreement invalid and the remaining clauses of the agreement will still be binding on you and Draft2Digital.</i></p> <p><i>If you have a legal disagreement with Draft2Digital, the laws of the State of Oklahoma in the United States will be used to determine the outcome of the disagreement. You cannot, after agreeing to the Terms, insist that a dispute should be decided in terms of any other set of laws.</i></p> <p><i>You need permission in writing from Draft2Digital if you want to assign any of your rights or obligations in this Agreement. If you have sold your books (assets) you need to notify Draft2Digital in writing within 10 business days of the sale.</i></p> <p><i>Draft2Digital is not liable to you for failure or delay in its service to you caused by any event or circumstance beyond its control such as acts of war or of God, pandemics and so on.</i></p> |

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| <p>Draft2Digital</p> <p>TERMS OF SERVICE</p> <p>Effective May 10, 2025</p> | <p>A few notes on key points in the Draft2Digital terms of service</p> <p>IMPORTANT: These notes do not in any way override the official terms of service. These notes are intended only as a guide to the original.</p> |
| <p>h. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, supersedes any and all prior or contemporaneous agreements between the parties with respect to its subject matter, and does not confer upon any other person other than the parties any rights or remedies.</p> <p>i. You consent to the use of electronic means to complete this Agreement and to provide you with any notices we give you in relation to this Agreement. To be effective, any notice given by a party under this Agreement must be in writing and delivered (i) if by Draft2Digital to you, via email sent to the email address you have provided to us, via certified mail, return receipt requested, to the physical address you have provided to us, via a posting on the Program website or via a message through your Program account, or (ii) if by you to Draft2Digital, via message sent at draft2digital.com/contact/ with an email copy to legal@draft2digital.com or via certified mail, return receipt requested, to Draft2Digital LLC, 2524 N Broadway, Edmond, OK 73034. Notices will be effective and deemed received on the date transmitted or posted unless sent via certified mail, in which case they shall be effective on the date delivered or tendered for delivery.</p> | <p><i>Everything that you read here is the Agreement. There are no other parts of the Agreement that can be considered. You do not have any other rights arising from your relationship with Draft2Digital other than the rights described in this Agreement.</i></p> <p><i>You agree to complete this Agreement electronically. If you need to send out any legal notice you must issue it using email or certified mail using the addresses supplied.</i></p> |

Appendix C: A copy of the WritePublishRead writing template

How to use this template

First, read through the WritePublishRead Handbook *and* this template *before* using it and then complete the steps below:

Step 1: Make a backup of your manuscript.

Step 2: Activate Word's **show/hide** feature.

Step 3: Disable Word's autocorrect and autoformat options.

Step 4: Paste your manuscript into this template. Use the **Paste Special** option and select the option that pastes **Text only**.

Step 5: Apply the styles in this template to your manuscript.

Step 6: Delete all instructions and parts in the template that are not part of your ebook.

Step 7: Sign into your Draft2Digital account on the Draft2Digital website or register if you haven't already done so.

Step 8: On the **MY BOOKS** dashboard, select **ADD NEW BOOK** to navigate to the **Create New Book Project** page. Select **START EBOOK**, which will take you to the **Create New Ebook** page. Fill in the details, follow the prompts and publish your book!

Before uploading your book to Draft2Digital we recommend that you also download the Create New Ebook template. In this template you can add all of the surrounding information – also known as metadata – for your book. For example, your long and short ebook description and your biography. You can then copy and paste the information where needed when you are online.

Please watch these four step-by-step videos:

[Getting Started! Setting Up a New Book | D2D Step-by-Step](#)

[Publishing Your ebook – Step 2: Layout | D2D Step-by-Step](#)

[Publishing Your ebook – Step 3: Preview & Choosing a Template | D2D Step-by-Step](#)

[Publishing Your ebook – Step 4: Publish | D2D Step-by-Step](#)

Download:

Writing
template



Download:

Create
new ebook
template



You can pause whenever you need to and press play when you are ready to continue.

Remedial action to remove pesky formatting issues

If you are having problems uploading your book, it may be a formatting issue.

Step 1: Open NotePad and cut and paste your manuscript into NotePad. (Notepad is a standard programme on a PC.) This will clean up your manuscript and remove all your formatting. This must be done on a desktop PC or laptop. It cannot be done on a tablet or smartphone.

Step 2: Download and open a new writing template (do not use your existing file) and cut and paste the text from NotePad into the new template following steps 4 to 8 above.

Remember to remove all instructions in this template, and remove the page break that follows here when you are done.

Instructions for this section:

Use these first two pages only if you are not using Draft2Digital's Automated End-matter. If you are, then you can delete the title and copyright pages from your manuscript. You also do not need to add a table of contents or create bookmarks if you are publishing with Draft2Digital. Draft2Digital will create these for you.


Enter your book title below by highlighting the text, **Book Title Goes Here**, and replacing it with your title. Replace **Firstname Lastname** with your name. Don't forget to change the year on this page and the date on the following copyright page.

If you lose the formatting, select Word's ribbon menu, then click **Home: Change Styles**. Highlight the words and apply the style called **BookTitle**.

Book Title Goes Here

Firstname Lastname

Published by Firstname Lastname, 2024



This is a work of fiction. Similarities to real people, places, or events are entirely coincidental.

Title goes here

First edition. May 23, 2024.

Copyright © 2024 Firstname Lastname.

Written by Firstname Lastname.

Acknowledgements

Write any acknowledgements here. An acknowledgements section is optional. You could have just as easily labeled this section Chapter One. Notice how the style of this paragraph is **NoIndent**. Remember to make the first paragraph of each chapter or major section a no-indent paragraph. If you pick up any print novel, you'll see the same technique used.

Here's the second paragraph. Note the first line indent and that there is also no line space above this paragraph. The indent functions as a line space. This paragraph uses the **Normal** paragraph style. In Microsoft Word's ribbon, click to **Home: Change Styles** and then hover your mouse over Normal or click the down arrow then click **Modify** to view the settings for the Normal style.

CustomHead is the name of the paragraph style for the heading. To apply the style, highlight the heading, click **Change Styles** and then click **CustomHead**.

Prologue

Write your prologue here. A prologue is optional. This section just as easily could have been labelled Chapter One, Chapter 1 or the name of any other section. **CustomHead** is also the name of the paragraph style for this heading. To apply the style, highlight the heading, click **Change Styles** and then click **CustomHead**. Remember to also apply the **NoIndent** style to this first paragraph.

Note that this paragraph is first line indented, as will be all subsequent body paragraphs in this section. Do not add a line space between paragraphs. The indent functions as a line space. This paragraph uses the **Normal** paragraph style.

Chapter One

Put your chapters or sections here. I typed in 'Chapter One' above, highlighted the text by clicking and dragging my mouse, and then applied my **CustomHead** style to it as I did for the Acknowledgements and Prologue sections above. Do this for every new chapter or section headings that you create. Use the **NoIndent** style for this first paragraph of the chapter. This is the body style you must use at the beginning of a chapters or section when you are using the first line indent method for the main body of your work.

Now see how this paragraph is first-line indented? Do not add a line space between paragraphs. The indent functions as a line space. This paragraph uses the **Normal** paragraph style. This will usually be the style that is applied to most of your text. When you paste your manuscript into this template as **Text Only** all your text should automatically be styled in the Normal paragraph style.



Chapter Two

Your first paragraph goes here.

Your next paragraph goes here.

And so on ...

And so on ...

Chapter Three

Your first paragraph goes here.

And so on ...

When you get the end of the book, added centered hashtags to let the reader know they've reached the end. Or, enter the words, 'The End.'

Highlight the text and then apply **Centeredtext** style to centre it. It's important to let the reader know they've reached the end and it also separates your book from the end-matter section that comes next.

###

Before you publish your book, remember to remove all instructions, and any sections that are not applicable, in this template and to save your Word file.

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