



Website: <https://morethan-words.com>

Email: kimberley@morethan-words.com

Call (UK mobile): +44 7754 778910

FREQUENTLY ASKED QUESTIONS ABOUT EDITING/PROOFREADING, PUBLISHING, COPYRIGHT AND DESIGN

EDITORIAL

1. My first editor was really rude to me. Can I trust you?

It's awful when that happens. No room for rudeness here. Please drop us an email if you have any doubts about working with a new editor, and we can chat about what your expectations and needs are, and how we can meet them.

2. Does my book really need an edit?

It's entirely up to you. Perhaps get a couple of people to read your manuscript – and not just mates who are going to tell you it's great! – and really listen to their feedback. If they think there are weak links in the book, chances are there are. Alternatively, get in touch and we can have a look at a couple of chapters and give you some honest, free feedback.

3. Why should I get my book proofread?

Because, with all the best intentions, we miss stuff when we're reading our own work. Why? Because the brain reads what it thinks is there, not what is actually there.

4. Can't I just get my computer's spell-checker or AI to sort out any errors?

As useful as a computer's spell-checker is, it makes mistakes, as do other AI programs. This is because a computer has no capacity to understand colloquialisms, interesting phrasing, slang, the beautiful subtleties of the English language, or anything else outside of its programming. A professional proofreader takes all of this into account, and is able to work with an author's unique voice rather than put it in a generic spell-checker or robotic-sounding AI box.

5. What's the difference between proofreading and editing?

In short, a proofreader checks and corrects punctuation, spelling, grammar and typos. An editor does the same with the added skill of checking a book's characters and plot for consistency, and looking out for overly long passages, or chapters where the author has gone off piste a bit along the way, for instance. A highly skilled editor uses their specific knowledge of the context and intent of language to create a super-sharp, highly polished and professional manuscript. Have a look at our [Editorial](#) page for more info.

6. How can I trust that an edit won't completely change my book?

It's never an editor's job to completely change a book. Our aim is to make your unique voice stronger, and clearer, but very much preserve the integrity of your writing style.

7. How will I know what my book needs in terms of an edit?

The best way is to give us a call and tell us about your book. Then, if you're happy you're in safe hands, send us a few pages, or a couple of chapters (absolutely your choice) and we can take a look. We can then provide you with a short free sample edit, if that would work for you, and we can talk again if you like what you see.

8. I don't really know what an editor does. Can you help?

A good editor has the best interests of your book at heart, and you as its author. He/she will take a really good look at your manuscript, talk to you about all the really great bits, and work hard to polish all the not-so-great bits until you have a book you can be rightfully proud of. And a good editor will communicate with you throughout the edit, so you are fully in the loop. We do all of that, and are extremely proud of the results.

9. I have a great idea for a book, but I don't know where to start!

Fantastic that you have a great idea! We could draft a writing plan if you think that might help? Lots of authors do. Give us a call or drop us an email and we can get you started on expanding that great idea.

PUBLISHING

1. I had a bad experience with a publisher. Can I trust you?

It's horrible when that happens. Have a look at the testimonials dotted around on our website, and if you're even halfway convinced you'll be in safe hands with us then give us a call.

2. Amazon is so confusing. How do I set my account up?

We agree! Thankfully, we have a brilliant guy who doesn't find it confusing! Get in touch and he'll talk you through it.

3. How are royalties paid and how much will I get?

KDP pays royalties every month, approximately 60 days after the end of the month in which your book was listed, by bank transfer or cheque, providing you have met the minimum amount payable. Amazon pays a royalty split of up to 70% of the retail price of your book minus printing and delivery costs.

4. What is KDP?

KDP, or Kindle Direct Publishing, is a platform for authors to self-publish eBooks and Print-on-Demand books on Amazon. For eBooks, authors can directly upload their book file and it will appear in the Kindle store as an eBook for readers to purchase and instantly download. KDP will also print your book on demand in paperback form, and any associated production and delivery costs are deducted from your royalties. You can order proof copies or author copies (wholesale) using KDP.

5. What if I want to use a traditional printer?

No problem. We will make sure your typeset book is set up correctly and will happily recommend a reliable, high-quality print company who will quote for this. This is especially worthwhile if wanting to print in hardback, which Amazon hasn't quite got sorted yet in terms of quality.

6. Is it free to publish on Amazon?

Yep, it's free. All you need to do is create a publishing account with KDP (Kindle Direct Publishing) and upload your book. Once you're published, you can check your account any time.

7. What is an ISBN and where do I get one?

An ISBN is a 13-digit code which identifies your book for publishers, booksellers, libraries and internet retailers for ordering, listing, sales records and stock control. Your ISBN identifies you as the registrant (author), as well as the specific title and edition of your book. You can obtain an ISBN from Nielsen's (or a bundle if you plan to write again), the UK's most well-known provider. Call if you're not sure and we'll talk you through it, or alternatively we can purchase your number(s) for you.

8. Should I have an author page?

If you have time to update it and keep it fresh, then definitely yes. You can create an author page using Amazon Author Central, and it can make a big difference to your book sales as it adds to your legitimacy as an author. You will also have access to functions and capabilities on Amazon that will help convert readers into fans.

Have a look at the [Author Page](#) on our website, where we upload an image of your book, a brief description and the link directly to your Amazon listing, or personal website listing. The links mean readers are simply one click away from purchasing your book from our website. We do not charge for this and do not take a cut.

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9. How do I copyright my book?

Your book is automatically yours because you wrote it. It's saved on your computer, or scribbled in notebooks, and does not need an official copyright. When your book is published it is also automatically copyrighted to you as its author. However, if your book is showcasing a specific methodology or model, then this may well need to be copyrighted or trademarked. Copyrighted models we have worked on are the Transform8© model of transformative facilitation, and The Relationship Paradigm™.

10. Do Amazon have any rights over my book?

No, they don't. Your book is absolutely yours.

DESIGN (CREATIVE)

1. I have a great idea for a cover, I just need a graphic designer!

We have two, and need a third! Have a look at some examples of **Alice's** work on the **Creative** bit on the **What We All Do** page on our website. She's hugely creative, but listens, which is really important. We also have a fantastic typesetter, **Clint MacDonald**, who can design the interior of your book and also do cover design work.

2. How do I get the book ready for publishing?

We have fantastic typesetters on hand who will create a 'typeset' proof copy of your book in PDF format so you can see what it will look like, make any last-minute corrections or changes, and give the 'green light' for publishing once you are completely happy. A very exciting moment!

3. What if I see an error or need to make a change after my book is published?

Your book can be taken offline, the corrections or changes can be made, and the book re-uploaded for no charge providing the changes are minimal. If there are lots of changes – for instance if you'd like to create a second, amended edition – then we can discuss the cost of this.

We take huge pride in our respective roles in getting your book published, and absolutely share your excitement and huge sense of achievement. Authors come back to us many times, which is all the testament we need for how hard we work behind the scenes.

If you think we can help you get published, we can't wait to hear from you!

Very best wishes,

The More Than Words Team

