

**PREPARING TO PUBLISH  
BY  
VAUGHAN DUGGAN**

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**[vaughan@duggan.jp](mailto:vaughan@duggan.jp)**

**CONSIDER ALL ASPECTS:**

- **FRONT**
- **CONTENT**
- **BACK**
- **SUPPORT**
- **DISTRIBUTION & COST**

## **FRONT SECTION:**

- **TITLE & SUB-TITLE ON FRONT COVER**
- **COVER DESIGN & STYLE-HARD OR SOFT**
- **TITLE PAGE-VARIATION OF FRONT COVER**
- **REVERSE SIDE OF TITLE PAGE-SEE BELOW**
- **DEDICATION**
- **CONTENT PAGES-EXTENT OF DETAIL**
- **PREFACE-IDENTIFY SUITABLE PERSON**
- **INTRODUCTION-BY AUTHOR**
- **GLOSSARY & ABBREVIATIONS**

## **REVERSE SIDE OF TITLE PAGE (SEE SAMPLE):**

- **EDITION DETAILS**
- **COPYRIGHT CLAUSE**
- **NATIONAL LIBRARY-CATALOGING-IN-PUBLICATION (C-I-P)**
- **INTERNATIONAL STANDARD BOOK NUMBER (ISBN)**
- **PRICE**
- **DEWEY NUMBER**
- **AUTHOR STATEMENT**
- **DESIGNER & PRINTER**
- **PUBLISHER-CAN BE SELF**
- **EDITOR**

## **NATIONAL LIBRARY AUSTRALIA (NLA) C-I-P DETAILS:**

- **PURPOSE-BIBLIOGRAPHIC RECORD OF PUBLISHED BOOKS (& CAN LEAD TO BOOK SALES)**
- **ALSO OBLIGATION FOR LEGAL DEPOSIT WITH NLA (AND STATE LIBRARY OF VICTORIA) UNDER COPYRIGHT ACT 1968**
- **[www.nla.gov.au](http://www.nla.gov.au)**
- **COMPLETE APPLICATION FOR C-I-P ONLINE**
- **SEND ATTACHMENT OF FRONT PAGES**
- **BTW COPYRIGHT IS GRANTED AUTOMATICALLY IN OZ**
- **ALSO APPLIES TO WEBSITE VERSIONS**

## **ISBN DETAILS:**

- **PURPOSE-UNIQUE NUMBER FOR ORDERS WORLD-WIDE**
- **NOT MANDATORY BUT NEEDED FOR C-I-P**
- **APPLY TO THORPE-BOWKER, MELBOURNE**
- **[www.thorpe.com.au](http://www.thorpe.com.au)**
- **COMPLETE APPLICATION FORM ONLINE BUT SEND HARD COPY**
- **COSTS \$55.00**
- **CAN INCLUDE BARCODE**

## **CONTENT:**

- **WHAT IS OBJECTIVE OF BOOK?**
- **INDIVIDUAL OR FAMILY ACCOUNT?**
- **MAYBE ONE BOOK PER MAIN FAMILY-TO  
MAKE TASK MANAGEABLE**
- **HISTORICAL CONTEXT-TIMING**
- **DOCUMENTING FAMILY RESEARCH  
UNDERTAKEN-SHARING INFO FOR FUTURE**
- **CHECK OTHER SAMPLES-VARIOUS  
LIBRARIES**

## **CONTENT CONTINUED**

- **SEE GENEALOGICAL SOCIETY OF VICTORIA'S (GSV) "ANCESTOR" NEWSLETTERS FOR ARTICLES ON STYLE & HINTS (2007-2008)**
- **TRAINING IN CREATIVE WRITING (STYLE, INTEREST, THEMES) INCLUDING WORKSHOPS & SPECIAL GROUPS**
- **SOURCES & REFERENCING TO ACADEMIC STANDARDS INCLUDING FOOTNOTES-TIME CONSUMING BUT VIP FOR CREDIBILITY**
- **USE AUSTRALIAN GOVERNMENT PUBLISHING SERVICE (AGPS) STYLE GUIDE FOR CONSISTENCY THROUGHOUT**

## **CONTENT CONTINUED**

- **PERSONAL APPROVALS OF INFORMATION**
- **CONSULTATION-CAN BE TIME CONSUMING!**
- **PRIVACY OF THE LIVING-SHOW ONLY YEAR OF BIRTH & MARRIAGE-NOT FULL DATES**
- **INCLUDE (GOOGLE) MAPS, CHARTS, TABLES, CRESTS & PHOTOS**
- **INCLUDE CHAPTER TITLE AT TOP OF EACH PAGE**
- **INCLUDE BOOK TITLE AT BOTTOM OF EACH PAGE**

## **BACK SECTION:**

- **SELECT BIBLIOGRAPHY-APHA ORDER**
- **ANY NOTES-BY CHAPTER**
- **PICTURE CREDITS-OVERALL (& UNDER EACH PICTURE)**
- **ACKNOWLEDGEMENTS**
- **FAMILY HISTORY PROFORMA**
- **ABOUT THE AUTHOR (& WITH PICTURE)**
- **FAMILY NOTES I.E. BLANK SPACE FOR NOTES**
- **FAMILY NAMES INDEX**
- **GENERAL INDEX**
- **BACK COVER-INCLUDE SUMMARY OF BOOK OR TESTIMONIAL**

## **PRINTING:**

- **PERUSE OTHER SAMPLES TO DETERMINE STYLE OF PUBLICATION INCLUDING LIMP, HARD OR LEATHER COVERS**
- **USE ARCHIVE PAPER THAT LASTS 100 YEARS**
- **CHOOSE SIZE (E.G. A4) AND ORIENTATION (E.G. LANDSCAPE) OF BOOK**
- **CHOOSE WEIGHT OF PAPER**
- **N.B. COLOUR PHOTOS SIGNIFICANTLY ADD TO COST**
- **PROVIDE MASTER & FINAL COPY IN ELECTONIC FORMAT-ASK PRINTER FOR DESIRED SPECIFICATIONS OF COPY**
- **CHECK PROOFS BEFORE PRINT**
- **CHECK QUALITY OF COPIES PROVIDED INCLUDING COVERS**

## **SUPPORT OPTIONS:**

- **RESEARCHER**
- **WRITER**
- **EDITOR**
- **EDITORIAL PANEL, IF FAMILY INVOLVED**
- **PREFACE WRITER**
- **COVER DESIGN & INTERNAL LAYOUT**
- **PRINTER & BINDER**
- **INDEX COMPILER-CAN BE VERY TEDIOUS**
- **PUBLISHER, IF NOT YOURSELF**
- **PROJECT MANAGER**
- **BRIEF ANY SUPPORT CAREFULLY**

## **DISTRIBUTION:**

- **FAMILY (SHARE COSTS?)**
- **SIGNIFICANT CONTRIBUTORS**
- **OTHER INTERESTED PARTIES**
- **COMMERCIAL OUTLETS**
- **LOW OR HIGH LEVEL RUNS**
- **MEDIA**
- **VARIOUS LIBRARIES**
- **WEB SITES-FISHING!**

## **COSTS:**

- **DESIGN = \$5000**
- **EDITOR = \$2000**
- **PRINTING = \$5000-\$9000 (SHORT RUN & DEPENDS UPON NO OF PICS)**
- **PUBLISHER = \$????**
- **100 COPIES AT \$120-\$160 EACH!**
- **AVOID ABN & THUS GST RETURNS**
- **DIY ON 'PUBLISHER' & USE 'OFFICE WORKS'-select attractive cover etc**

## **FINAL TIPS:**

- **CHECK OUT MANY SAMPLES-SEE AIGS & GSV**
- **PLAN BOOK-content and timing**
- **BE CONSISTENT IN EVERY ASPECT**
- **ESTABLISH SYSTEM & ORDER**
- **BE RIGOUROUS WITH SOURCING**
- **ASSIGN TIME-EXPECT LOADS OVER 2-3 YEARS AFTER RESEARCH**
- **BE DETERMINED OVER WHAT CAN BE A TORTUROUS JOURNEY**
- **BE POSITIVE IN TEXT-PRESERVE REPUTATIONS & AVOID DEFAMATION**

## **FINAL TIPS CONTINUED:**

- **COMPLETE EACH STAGE OF PRODUCTION ACCORDING TO A TIMETABLE**
- **AVOID NUMEROUS DRAFTS & RE-EDITS AT ALL STAGES (LEADS TO TIME & COST OVER RUNS)**
- **BASICALLY EMPLOY PROJECT MANAGEMENT PRINCIPLES**
- **MAYBE AIM TO WRITE A FAMILY OR CHAPTER EVERY QUARTER**
- **SELECT SUPPORT TEAM VERY WISELY-CHECK 3 REFERENCES**
- **ABOVE ALL GET STARTED**
- **CONSIDER MAKING BOOK PART OF A MASTERS THESIS**
- **ENTER AWARDS E.G. AUSTRALIAN INSTITUTE OF GENEALOGICAL STUDIES (AIGS)  
(AT 41 RAILWAY PARADE, BLACKBURN, VICTORIA)**

## **MAKING USE OF LEGACY (OR OTHER PROGRAMS):**

- **USE 'SOURCES' FUNCTIONALITY FOR ALL DATA-also helps with publishing**
- **INSERT VARIOUS OUTPUTS OR REPORTS FROM LEGACY E.G. ANCESTOR OR DESCENDENT OR PEDIGREE REPORTS BY INDIVIDUAL. ARE THERE OTHER USEFUL REPORTS?**
- **MATCH LEGACY FONTS TO OTHER TEXTS VIA ADOBE**
- **USE LEGACY PUBLISHING CENTRE (PAGE 145) AND TOP & TAIL ANY MISSING PAGES E.G. COVER PAGE, DEDICATION, ABBREVIATIONS OR PICTURES. LEGACY GENERATED BOOKS CAN CONTAIN TABLE OF CONTENTS, INDEX, SOURCES ETC-feedback not favourable**
- **WEB PAGE (PAGE 303)-FIVE STYLES OF LEGACY WEB PAGES-ask Glen Fullerton**
- **USE 'MAP MY FAMILY'-ask Judy Wardlaw**