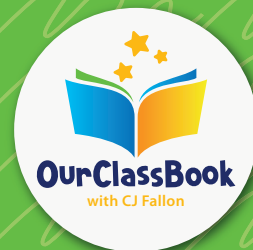




Publishing Checklist

OurClassBook



1 Pack Up Your Manuscript

Congratulations – you have just about turned your students into real published authors! Ensure you have completed all of the below steps prior to submitting your class' work for publishing to avoid delays in receiving your published books.

- ☐ Hand out the green Parent Order Forms 2–3 weeks ahead of your Submission Date.
- ☐ Collect all the Parent Order Forms, even those who chose not to order. You can hold onto these forms for your records.
- ☐ Organise your cover sheet, title and dedication pages, along with your book pages in numbered order, and finally the authors' page. All pages should be facing upwards. It is not necessary to staple pages together or to put them into individual plastic pockets.
- ☐ Fill out the white box marked with a star on the back of your kit envelope.

2 Finalise Your Order

- ☐ You can finalise your order by scanning the QR code or by going to www.ourclassbook.com/finalise/. Here you will tell us everything we need to know about your book.
- ☐ Payment has been made for the class' order.



Please note that we cannot publish your book until these two steps are completed.

3 Submit Your Manuscript for Publishing

- ☐ Put your manuscript in the box and securely press it closed on all sides. Adhere the pre-paid returns label included in your kit to the box, completely covering the old label. If you need a new returns label, simply email our support staff and quote your order number, which can be found on the back of your kit envelope or in a recent email from us.
- ☐ Bring your box to your local post office one week before your submission date.

You can expect to receive your printed books four to five weeks after we receive your publishing kit.

Have any questions along the way?

info@ourclassbook.com

Ireland: 01 616 6443
UK: 0161 884 4389

