

A STEP BY STEP GUIDE TO



1 INSPIRATION



We could make a book out of this!

It all starts somewhere, and compilations of projects, assignments or other products of the mandatory curriculum's learning outcomes are excellent entry points into the classroom publishing experience. Often the work is already done, and it's just a matter of collecting and organizing the parts before *presto*, you've got a lasting memento of your students' work in the form of a professional book. Below are some examples of assignments that can be swiftly transformed into a noteworthy publication.

Language



- flash fiction
- poetry
- book reports
- summaries
- media critiques

Mathematics



- graphs
- patterns
- diagrams
- data reports
- quadrant grid work

Arts



- paintings
- photos
- sheet music
- dances
- media art
- playwriting

Science



- bio reports
- experiments
- science fair projects
- scientific methods

Health



- diary excerpts
- nutrition journal
- exercise routine

Social Studies



- timelines
- histories
- mind maps
- celebrations
- cultural activities

Technology



- internet safety
- software guides
- tips for digital citizenship
- care for hardware

***AND WHEN YOUR STUDENTS JUST WANT TO MAKE A BOOK...
HERE ARE JUST A FEW IDEAS TO GET STARTED!***

Writing Ideas

- Short stories
- Poems
- Playwriting
- Advice columns
- Vacation recollections
- Recipes
- Memoirs
- Song lyrics/music compilations
- Magazine/newspaper articles
- Jokes

Art Ideas

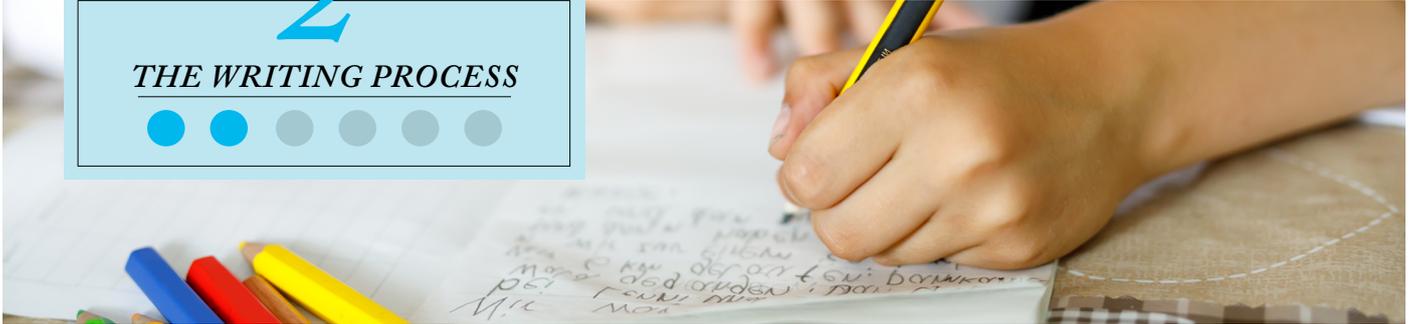
- Photography
- Digital art collection
- Photographs of 3D art
- Graphic novel/short stories
- How-to art form series
- Scans of any 2D media
- Photographs of paintings
- Themed collages
- Entries from art contests
- Class portfolio

Book Concept Ideas

- Classroom yearbook
- Holiday gift for parents
- Exercise book for younger students
- Unit consolidation
- Poetry/short story/art collection
- PYP Exhibition
- MYP Personal Project
- High school thesis
- Personal portfolio
- School magazine/newspaper

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THE WRITING PROCESS



1. BRAINSTORM

Begin with a messy list or mind map of EVERY idea that comes to mind, not just those you think are good. Even if an idea seems “bad,” write it down!

2. PLAN

Review your list of ideas and choose the ones that you connect to most. Create an outline or graphic organizer that serves as a map for your written piece.

3. DRAFT

Use the map to organize your sentences and paragraphs as you flesh out your ideas. Get all your ideas out of your head first, and then go back and improve wording.

4. SHARE

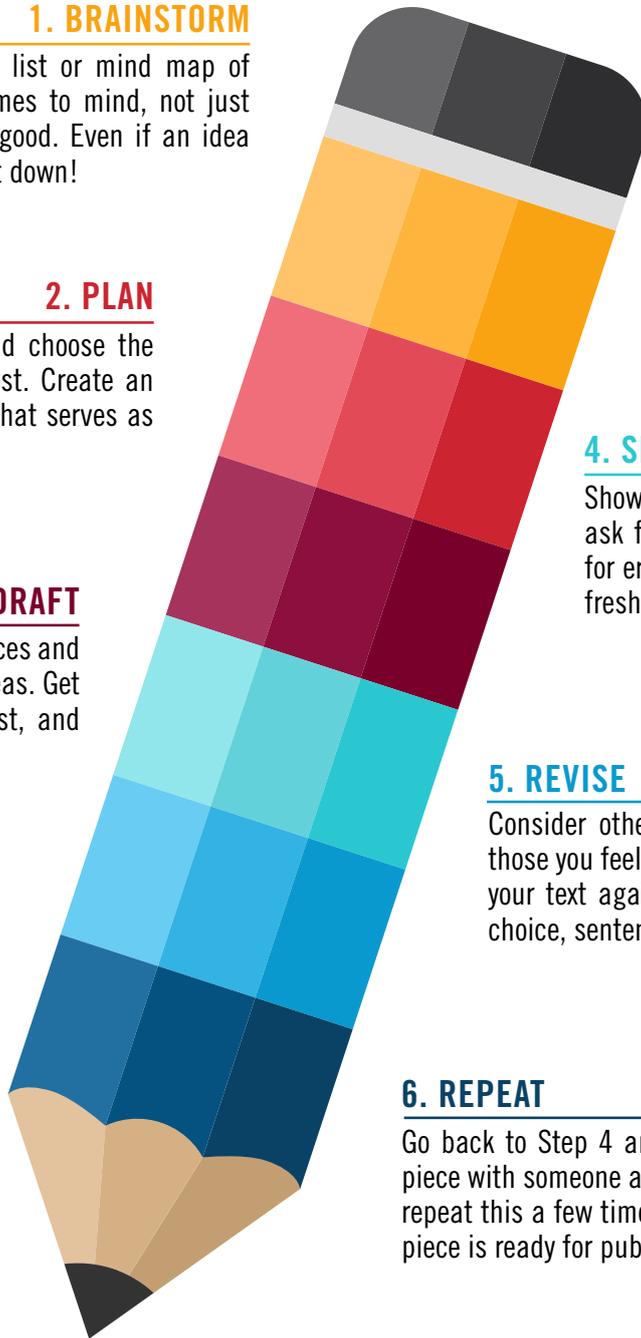
Show your first draft to someone else and ask for their feedback, including checking for errors. Another perspective will give you fresh ideas and other ways of thinking.

5. REVISE

Consider others’ suggestions and include those you feel will improve your piece. Read your text again and experiment with word choice, sentence structure, style, etc.

6. REPEAT

Go back to Step 4 and share your revised piece with someone again. You may need to repeat this a few times before you feel your piece is ready for publication.



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THE DESIGN PROCESS



If you plan to purchase our Basic Publishing Package, we recommend going through a design process when creating your pages, which we will publish “as is.” If you plan on purchasing one of our Standard or Premium packages, we’ll design the layouts with the text and images you provide or request, so you can skip this page and move on to **Step 5, Review**.

1. BRAINSTORM

Begin with a messy list or mind map of ideas for what types of images can be included in your book, as well as what kinds of tools you could use to create them.

2. DOODLE

Choose your favorite ideas and sketch some rough outlines of what they might look like. Will images be close up, colorful, hand-drawn, digital?

3. EXPLORE

Search through websites, books and other resources for examples of artistic style, different media tools, and page layouts with illustrations.

4. COMBINE

Learn from good examples (without copying them) and develop your doodle ideas into an artistic rough draft using whatever medium you decide on for the final designs.

5. COLLABORATE

Share your illustrated drafts with others and seek advice on how they might be developed, changed, and best incorporated onto a page alongside text.

6. REPEAT

Revise or develop your illustrations and return to Step 5. You may need to repeat this a few times before you feel your artwork is ready for publication.



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CONSTRUCTION



Classic

There are several ways to combine your text and images to design your book. The classic classroom book continues to shine with the original handwriting of students and their own hand-drawn illustrations. This approach really captures the style and personality of individual students and preserves these special developmental moments for years. If you choose to take this classic route with your students, we strongly recommend students use pens, markers, paint or other opaque materials instead of pencils and colored pencils, as these utensils are often too light for proper printing.

Digital

Another choice you and your students have is to go digital. These days there are several free or cheap programs that students can use to create art and organize layouts. Below we've shared some examples that we've used in the past and continue to enjoy. Click on any resource and check it out!

Art & Illustration Resources



Page Layout Resources



**Please review the Terms and Conditions of any resource you or your students use for your book to ensure any products or services are available for commercial use. Liv & Blue Publishing, LLC is not responsible for copyright violations.*

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REVIEW



YOU CAN NEVER BE TOO CAREFUL

We recommend reviewing this checklist before sending in your final pages for publication.

- writing has been reviewed for spelling, typos, grammar and punctuation
- handwriting has been reviewed for legibility
- content (text and images) is age-appropriate
- utensils such as pencils and colored pencils have been avoided because they tend to fade and print poorly
- different parts of a book have been *considered* for inclusion (but are not mandatory)
 - dedication
 - foreword
 - table of contents
 - page numbers
 - about the authors page
 - back cover content - hook, summary, reviews
- all text, images, names, photos and references to persons are cleared for permissions to publish with Liv & Blue Publishing, LLC
- all text and images have been checked for copyright infringement

NOTE TO BASIC PACKAGE ORDERS ABOUT TYPOS

We understand that your authors are kids, and that there may be typos, misspellings, grammar mistakes or other issues with what your kids produce. Because of our past experience with teachers requesting that we do **not** make changes to student work to encourage growth and reflection and maintain authenticity, we will assume that you and your colleagues are aware of any such mistakes included in the files that you send to us, and that you expect them to be there in the final printed book.

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PACKAGING & DELIVERY



PACKAGING

Handwriting and Hand-Drawn Illustrations



If you're taking the classic approach and guiding your students to write and draw on paper, you can simply scan these pages and send them to us as a *.pdf* or *.jpg*. If you have the opportunity to adjust resolution for your pdf, please ensure that your files are at least 300 dpi (dots per inch).

Typing



If your book is text-heavy, that is, compilations of short stories, poetry, memoirs or similar, please send the manuscript as one word document (*.doc*) or powerpoint presentation (*.ppt*). During the typesetting phase we may need to resize and rearrange text, and these formats are most efficient.

Digital Artwork and Photographs



If you're downloading digital files from software or an online tool, these files generally produce appropriate resolutions. We'll let you know if there seem to be any issues. Preferred file formats for all images are *.pdf* or *.jpg*. If you can, we'd appreciate it if you could avoid sending us *.png* files.

Cover Files



Our Premium Package includes creation of front and back covers. If you plan on purchasing our Basic or Standard package, please include two separate, additional *.pdf* or *.jpg* files, one for your front cover and one for your back cover.



DELIVERY

The most efficient delivery method is through our online form on your specific Classroom Publishing package page.

If your files are too large or you would prefer to transfer a folder of files, we recommend using [WeTransfer](#) and sending the files to livandbluepublishing@gmail.com.