**Book Template**

***These templates are designed to be examples only. Please modify and create your own version when utilizing these templates. You need to differentiate yourself to make you stand out from all the rest.***

The intention of this book template is to provide a framework for writing a book. Each component is laid out with formatting assigned to the title and body text. You are welcome to remove or add information that is relevant to your book. It is strongly recommended to change the text and headings, particularly in the Introduction, Conclusion, and additional sections.

First prepare this template according to your preferences and then send to your ghostwriter so they can insert the content in the appropriate sections. The ghostwriter will not be able to complete all sections of the template (eg. the copyright page). Either complete the information prior to sending the template to the ghostwriter or be clear which parts of the document they are responsible for.

If you are using this template for a Kindle book, the Table of Contents is hyperlinked to each section allowing easy electronic navigation. Test the links one final time before publishing.

When inserting links, use bit.ly links or cloaked links to shorten the long links, make them look “pretty” and track the clicks.

Once your book is completed by the ghostwriter, test any links provided to make sure the links direct to the correct website and are not affiliate links that personally benefit the ghostwriter.

If you are using this template for a paperback book, watch for language like “downloading” or “click” that are not relevant. You may want to change the formatting of links to look presentable in a printed format. You will also need to insert page numbers and arrange page breaks so that each chapter starts on the same side of the book.

When you are ready to finalize your book, you can use Amazon’s free application for self-publishers, called Kindle Create, to fine tune or add extra features. Alternatively, you can outsource this process to someone else or do it yourself.

Kindle Create

**Note:** It is highly advisable to change the wording in the template below to make it your own. When publishers copy and paste the exact wording of the book template, it is obvious to know who has been through the program.

Any bonus content you include in the book must meet [Amazon’s specifications](https://projectlifemastery.com/KDPbonus).

--- TEMPLATE STARTS NEXT PAGE ---

**ATTENTION BOOK WRITER:**

This book is a template for you to use to complete my book. I’ve provided the font type, size and style, along with the format I’d like for my book. I’ve also provided the content for the Introduction, Conclusion and additional sections. For this project, I require you to research and fill out the chapters of this book with the number of words I requested in the project details. Feel free to change the number of chapters and provide names for each chapter as you wish. Please make sure the content meets [Amazon’s content guidelines](https://projectlifemastery.com/KDPcontentguidelines).

(Note: add or change the instructions to your ghostwriter according to your preferences. Be clear on the sections of the template they need to complete. A suggestion would be to highlight the text if that would help bring clarity to the ghostwriter.)

Title Of Book

*Book Subtitle*

Author Name

** Copyright (insert date) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - All rights reserved.**

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# Introduction

(Welcome and thank the reader for downloading or purchasing your book.)

(Write a brief overview of what the book contains or what the reader can expect.)

(Provide any additional information about the book. Make sure the introduction SELLS the book, as people can see this when they preview it on Amazon or Kindle. You can either write this, or request that your book writer does.)

(Thank the reader again and express what you hope they will get from the book.)

# Chapter 1

(Insert chapter)

# Chapter 2

(Insert chapter)

# Chapter 3

(Insert chapter)

# Chapter 4

(Insert chapter)

# Chapter 5

(Insert chapter)

# Chapter 6

(Insert chapter)

# Conclusion

(Thank the reader for downloading or purchasing your book.)

I hope this book was able to help you to (fill in the blank).

The next step is to (fill in the blank).



(If the reader enjoyed the book, make a request for the reader to leave a review on Amazon. Express to the reader how much this means to you. You can include a thank you image if you choose. A cute image can be endearing and move the reader to take the extra step to leave a review.)

Click here (hyperlink the text “here” with the link to your Amazon review page) to leave a review for this book on Amazon!

(Thank the reader again and add any farewell wishes.)

# Preview of “Insert Book Title”

(This section is designed to provide the reader with a preview of your other books. Copy and paste a chapter from another book that you have available on Amazon and link to it below.)

(Insert chapter)

Click here (hyperlink the text “here” with the link to your book on Amazon) to check out the rest of (insert book name here) on Amazon.

Or go to: <http://www.mybitlylink.com> (insert link)

# Check Out My Other Books

Below you’ll find some of my other popular books on Amazon. Simply click on the links below to check them out. Alternatively, you can visit my author page on Amazon to see other work published by me.

(Hyperlink to your other books below.)

[(Insert Book Title)](http://www.amazon.com)

[(Insert Book Title)](http://www.amazon.com)

[(Insert Book Title)](http://www.amazon.com)

[(Insert Book Title)](http://www.amazon.com)

[(Insert Book Title)](http://www.amazon.com)

[(Insert Book Title)](http://www.amazon.com)

If the links do not work, for whatever reason, you can search for these titles on the Amazon website to find them.

# Bonus: (Insert Bonus Name)

(If you have a website, use this section to get people to visit your website and opt-in to collect their email address. Simply change this section to your choosing or delete it if you don’t have a website to promote.)

(Insert compelling information about the bonus or website)

Here are the details of what you’ll get:

(Insert benefits and/or what they will get.)

To get instant access to these incredible tools and resources, click the link below:

Click here (hyperlink the text “here” with the link) for (insert bonus name).

Or go to: <http://www.mybitlylink.com> (insert link)