

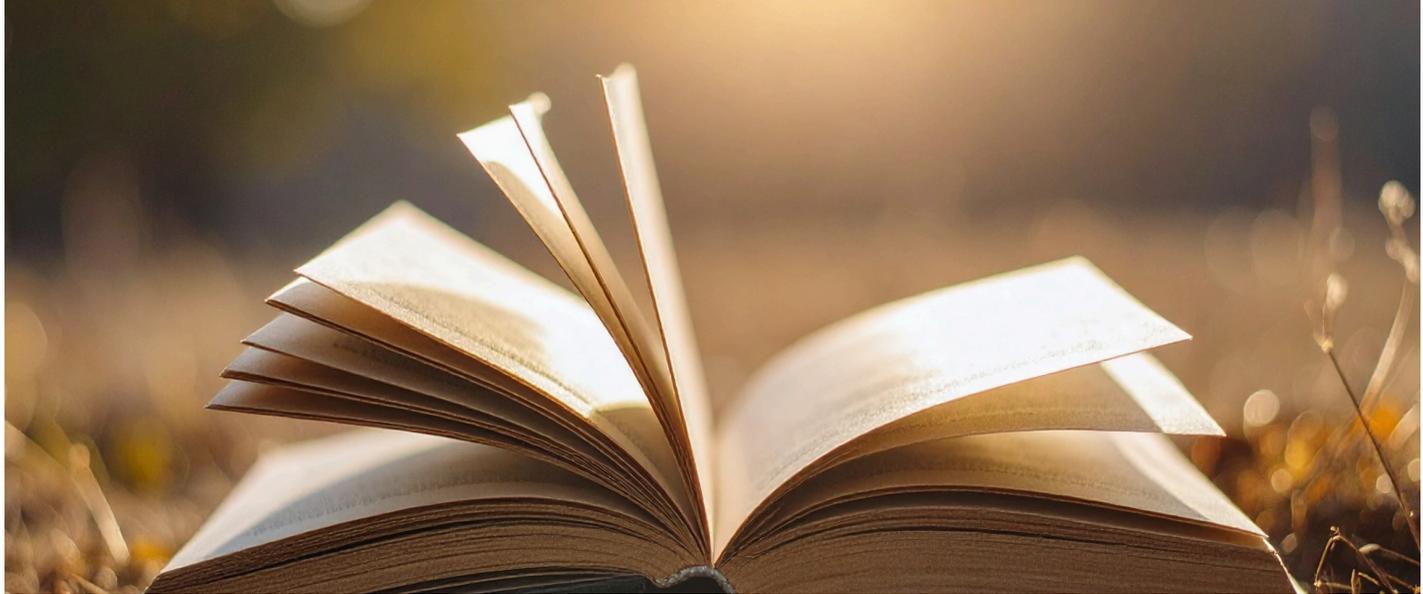
AUTHOR

Preparation Guide



Your checklist to preparing for the audiobook process.

BY KELLY JEAN



Introduction

You're ready to start the audiobook production process!

Congratulations on taking the exciting step of creating an audiobook! This guide will help you prepare everything needed for a smooth, successful production process.

Proper preparation ensures:

- ✓ Faster production timeline
- ✓ Fewer revisions needed
- ✓ More authentic character voices
- ✓ Better overall quality
- ✓ Smoother collaboration

01

Manuscript Preparation

Your Manuscript Checklist

Final Proofread Complete

Your manuscript should be in its absolute final form. Changes after recording begins can be costly and time-consuming.

- ✓ All typos corrected
- ✓ Grammar and punctuation finalized
- ✓ Plot holes filled
- ✓ Character names and physical appearances consistent throughout
- ✓ Timeline inconsistencies resolved

Professional Editing Complete

Your manuscript should have been through:

- ✓ Development editing
- ✓ Line editing
- ✓ Copy editing
- ✓ Proofreading

Formatted Correctly

- ✓ Clear chapter breaks
- ✓ Scene breaks marked
- ✓ Dialogue properly formatted
- ✓ No unusual fonts or formatting
- ✓ Page numbers included

Saved in Correct Format

Preferred formats:

- ✓ Microsoft Word (.docx)
- ✓ PDF with selectable text - BEST
- ✓ Google Docs (share link with edit access)

Avoid

- ✗ Scanned PDFs
- ✗ Image files
- ✗ Unusual file formats

Manuscript Best Practices

◆ Dialogue Tags

Use clear dialogue tags, especially in scenes with multiple speakers.

Instead of:

“I love you.”

“I love you too”

“Forever?”

“Forever.”

Use:

“I love you, “ he whispered.

“I love you too, “ she replied softly.

“Forever?” he asked, hope in his voice.

“Forever, “ she promised.

◆ Internal Thoughts

Clearly differentiate internal thoughts from dialogue.

Use italics or clear tags like “she thought” or “he wondered.”

◆ Accents & Dialects

If characters have accents, provide:

- Description of the accent (Southern drawl, Scottish brogue, etc)
- Reference examples (celebrity voices, audio samples)
- Specific words/phrases that should be pronounced differently

Avoid phonetic spelling unless absolutely necessary.

◆ Foreign Languages

For non-english words and phrases:

- Provide pronunciation guide
- Indicate if translation should be read aloud
- Specify if accent should be authentic or Americanized

◆ Explicit Content

Mark particularly explicit scenes if you want:

- Advance warning before recording
- Specific tone/approach discussed
- Option to record in separate session

02

Character Development

Character Voice Brief

You'll complete a detailed Character Voice Brief form, but start thinking about these elements now:

For Each Main Character:

Basic Information

- Full name and pronunciation
- Age
- Physical description (height, build, etc.)
- Occupation
- Background/upbringing

Personality Traits

- Confident or insecure?
- Introverted or extroverted?
- Guarded or emotionally expressive?
- Serious or playful?
- Dominant or submissive energy?

Voice Characteristics

- Pitch (high, medium, low)
- Pace (fast talker, slow and deliberate)
- Volume (soft-spoken, commanding)
- Texture (smooth, raspy, breathy)
- Emotional range

Speaking Patterns

- Formal or casual language?
- Complete sentences or fragments?
- Verbal tics or catchphrases?
- Accent or dialect?
- Educational level reflected in speech?

Emotional Voice

How does this character sound when:

- Happy/excited
- Angry/frustrated
- Sad/heartbroken
- Scared/anxious
- Aroused/intimate
- Vulnerable/open

Voice Inspiration Examples

Providing voice inspiration helps immensely! Consider:

◆ Celebrity Voices

“She should like Emma Stone - warm, slightly raspy, approachable”

“He has a voice like Chris Hemsworth - deep, commanding, with warmth”

◆ Other Audiobook Narrators

“Similar to how Narrator X voiced Character Y in Book Z”

◆ Movie/TV Characters

“Think of how Outlander’s Jamie Fraser speaks - Scottish accent, deep, protective”

◆ Audio Samples

If you have specific audio clips that capture the vibe, share links!

◆ Describing the Feeling

“Her voice should make you feel safe and comforted”

“His voice should send shivers down your spine”

“They sound like sunshine and optimism”

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Character Voice Brief

Providing voice inspiration helps immensely! Consider:



Pronunciation Guide

Create Your Pronunciation List

Character Names

List every character name (even minor ones) with pronunciation.

Example:

- Kaelan = KAY-lan (not kee-LAN0)
- Siobhan = shi-VAWN (not see-OH-ban)
- Evangeline - eh-VAN-jeh-leen (emphasis on VAN)

Place Names

- Cities, towns, villages
- Countries or realms (fantasy)
- Streets, buildings, landmarks
- Fictional locations

Example:

- Caelum = KAY-lum
- The Thornwood Estate = THORN-wood (not THORN-wuhd)

Specialized Terms

- Fantasy/sci-fi terminology
- Historical terms
- Technical jargon
- Made-up words
- Species/creature names

Example:

- Fae = FAY (not FAE as in “face”)
- Grimoire = grim-WAR (not GRIM-or-ee)

Foreign Words/Phrases

- Provide pronunciation
- Indicate language of origin
- Specify if authentic accent desired

Example:

- Mon cheri = moon sheh-REE (French, light accent)
- Amore mio = ah-MOR-ay MEE-oh (Italian, authentic)

Pronunciation Notation Method

Use whatever method is clearest for you:

METHOD 1: Phonetic Spelling

Rhysand = REESE-and

Feyre = FAY-ruh

METHOD 2: Rhyming

Rhysand = Rhymes with “peace and”

Feyre = Rhymes with ‘player”

METHOD 3: Syllable Breakdown

Rhysand - REESE (like the candy) + AND

Feyre = FAY (like “say) + RUH (like “duh”)

METHOD 4: Audio Recording

Record yourself saying the names and share the audio files!

04

Technical Requirements

Files You Need To Provide

- Final Manuscript

Format: .docx or PDF

File name: [BookTitle]_[YourLastName]_Final.docx

- Author Bio

For opening/closing credits

Length: 2-3 sentences OR 30-50 words

Example:

“[Your Name] is a USE Today bestselling author of spicy paranormal romance. When she’s not writing about alpha shifters and their fated mates, she’s drinking coffee and plotting her next book. Find her at [website].”

Book Metadata

- Full title and subtitle
- Series name and book number (if applicable)
- ISBN (if you have it)
- Copyright year
- Dedication (if you want it read aloud)

Cover Art (Optional but helpful)

- High-resolution cover image
- Helps me visualize the tone and vibe

Information To Confirm

Narration Style

- First person or third person?
- Single POV or multiple POVs?
- Past tense or present tense?

Distribution Plans

- ACX/Audible exclusive?
- Wide distribution?
- Royalty share or pay-for-production?
- This affects the file specifications

Timeline References

- Firm deadline or flexible?
- Rush needed?
- Preferred start date?

Series Information

- Is this part of a series?
- Will you want the same narrator for future books?
- Any character voices that need to match previous audiobooks?

05

Collaboration & Communication

Setting Expectations

Your Availability

How quickly can you:

- Respond to questions during recording?
- Review milestone samples?
- Provide feedback on voice samples?
- Approve final delivery?

Communication Preferences

- Email, text, phone, video call?
- Best times to reach you?
- Time zone?

Involvement Level

How involved do you want to be?

◆ Hands-off Approach

“I trust your expertise. Just send me the milestones and final product for approval”

◆ Collaborative Approach

“I’d love to be involved! Send me samples often and let’s discuss character voices in detail.”

◆ Somewhere in Between

“I want to review the key milestones but trust you for day-to-day decisions.”

Questions to Consider

Think about these before our consultation:

Tone & Mood

- What’s the overall vibe of your book?
- Dark and brooding? Light and fun? Emotional and angsty?
- What emotion should listeners feel most?

Pacing

- Is this a slow-burn romance or fast-paced action?
- Should intimate scenes be slow and sensual or passionate and quick?
- Any specific scenes that need special attention?

Heat Level

- How explicit are the intimate scenes?
- Fade to black, steamy, or explicit?
- Any specific approach you want for these scenes?

Emotional Depth

- What are the most emotional scenes?
- Where should listeners cry?
- Where should they swoon?

Deal-Breakers

- Any specific things you absolutely don't want?
- Any pronunciations that would ruin the experience?
- Any character interpretations that would be wrong?

06

Romance-Specific Considerations

Intimate Scenes

Heat Level Clarity

Rate your book's heat level:

- Sweet (kissing only, fade to black)
- Warm (Sensual, some detail, not explicit)
- Hot (explicit, detailed intimate scenes)
- Scorching (very explicit, multiple detailed scenes)

Scene Approach

How should intimate scenes be narrated?

◆ Emotional Focus

“Focus on the emotional connection and feelings rather than physical mechanics”

◆ Balanced

“Balance between emotion and physical description”

◆ Explicit

“Don’t hold back - narrate everything as written”

Voice Changes

Should character voices change during intimate scenes?

- Breathier?
- Deeper?
- More vulnerable?
- Stay consistent?

Comfort Level

Are there any specific words or phrases you want:

- Emphasized?
- Softened?
- Avoided (if possible)?

Intimate Scenes

Relationship Dynamics

Describe the romantic dynamic:

- Enemies to lover?
- Friends to lovers?
- Fated mates?
- Slow burn or instant attraction?

Power Dynamics

- Who pursues whom?
- Equal partnership or dominant/submissive?
- How does this show in their voices?

Key Romantic Moments

List the scenes where chemistry is crucial:

- First meeting
- First kiss
- First intimate scene
- Declaration of love
- Climactic reunion
- Happily ever after

Chemistry Goals

What should listeners feel between the characters?

- Electric tension?
- Comfortable warmth?
- Dangerous attraction?
- Soul-deep connection?

Tropes & Themes

Identify your main tropes (helps me understand the vibe):

Common Romance Tropes

- Enemies to Lovers
- Friends to Lovers
- Forced Proximity
- Fake Relationship
- Second Chance
- Forbidden Love
- Fated Mates
- Grumpy/Sunshine
- Protector Romance
- Alpha Hero
- Cinnamon Roll Hero
- Other _____

07

Genre-Specific Preparation

Paranormal Romance

Supernatural Elements

- What supernatural creatures/beings are in your book?
- Should they sound different from humans?
- Any special vocal effects needed (echo, growl, etc.)

World-Building Terms

- Magic system terminology
- Supernatural hierarchy
- Realm/dimension names
- Powers and abilities

Creature Voices

Should vampires/shifters/fae sound:

- More predatory?
- Ancient/timeless?
- Otherworldly?
- Mostly human with subtle differences?

Historical Romance

Time Period

- Specific era and year
- Location (England, Scotland, America, etc.)
- Social class of characters

Language Style

- Period-appropriate dialogue?
- Modern language with historical setting?
- Formal speech patterns?

Accents

- British (Which region?)
- Scottish, Irish, Welsh?
- American (Which region?)
- Authentic or softened for clarity?

Titles & Forms of Address

- Duke, Lord, Lady, etc.
- Proper pronunciation and usage
- When formal vs. informal

Contemporary Romance

Setting

- Urban, suburban, small town, rural?
- Specific city or region?
- Does location affect accent/dialect?

Profession/Lifestyle

- Do characters use industry jargon?
- Specific terminology to pronounce?
- Educational background reflected in speech?

Modern References

- Pop culture references
- Technology terms
- Brand names
- Current slang

Fantasy

World-Building

- High fantasy or urban fantasy?
- Magic system
- Political structure
- Different races/species

Naming Conventions

- Are names from specific language roots?
- Pronunciation guide for all fantasy names
- Consistency in similar names

Magical Elements

- Spell names and incantations
- Magical creature names
- Realm/dimension names

08 Marketing & Launch Preparation

Think Ahead

Marketing Clips

Which scenes would make great promotional clips?

- Teaser-worthy moments (no spoilers)
- Swoon-worthy romantic moments
- Funny or memorable dialogue
- Emotional hooks

Retail Sample

The first 5 minutes will be your retail sample on Audible.

- Does your opening hook listeners immediately?
- Should we include a brief intro/hook before Chapter 1

Social Media Plans

- Will you promote the audiobook launch?
- Do you want to collaborate on promotional content?
- Can I share behind-the-scenes content?

Series Planning

If this is book 1 of a series:

- When do you plan to release book 2?
- Should we schedule book 2 now?
- Any series discount interest?

09

Budget & Payment

Financial Preparation

Understanding Pricing Structure

Review the service tiers:

- Basic: \$200-300 PFH
- Standard: \$250-375 PFH
- Premium: \$325-450 PFH

Calculate Estimated Cost

Formula: $(\text{Word Count} / 9,300) \times \text{PFH Rate} = \text{Total Cost}$

Example:

60,000 words / 9,300 = 6.45 finished hours

6.45 hours x \$300 PFH = \$1,935 total

Payment Schedule

Standard payment terms:

- 25-30% upfront (upon contract signing)

- 50% at halfway point (50% milestone)
- 20-25% upon final delivery

Plan your budget accordingly!

Additional Costs to Consider

- Rush delivery surcharge (25-75%)
- Erotic content premium (50-80%)
- Complex multiple-POV surcharge (\$25-75)
- Author-requested revisions (75% PFH rate)

Royalty Share Option

If choosing royalty share instead:

- Understand the commitment (7 years exclusive)
- Know your book's sales potential
- Consider hybrid options (partial upfront + royalty)

10

Final Checklist

Before Our Consultation

- Read this entire guide
- Make notes on questions or concerns
- Gather all required materials
- Think about character voices
- Create pronunciation list
- Review your manuscript one final time
- Prepare voice inspiration examples
- Consider your budget and timeline
- Write down your goals for the audiobook
- List any specific concerns or requirements

Additional Resources

Click any of the documents in the bottom right corners to be taken to our resource page to access these forms and checklists to assist you with your audiobook preparation!



Quick Start Guide

Essential steps to submit your manuscript and get started with your audiobook project.



Pronunciation Guide

Ensure consistent, accurate pronunciation of names, places, and unique terms—saving time and preventing costly retakes.



Character Voice Brief Form

Ready to Use Template for Character Voice Development



Sample Chapters

TReddy-to-Use Narrator Scripts for Character Voice Development



Client Intake Questionnaire

My personal intake form which allows me to gather all information needed to create a perfect audiobook for you!



Ready to Start?

Once you've completed this preparation:

- Schedule your free consultation
- Complete the Character Voice Brief form
- Complete Pronunciation Guide
- Complete Sample Chapters
- Gather all required files
- Submit your project inquiry

I'll review everything and provide:

- ✓ Detailed quote
- ✓ Estimated timeline
- ✓ Answers to all your questions
- ✓ Next steps to begin production

Ready to Schedule your free consultation, click below!

[CLICK HERE TO SCHEDULE TIME](#)

Looking forward to bringing your story to life! 🎙️❤️

Bonus: Quick Reference Cheat Sheet

Must-Have Materials

- Final, proofread manuscript (PDF or .docx)
- Character Voice Brief (completed form)
- Pronunciation guide for all unique names/terms (completed form)
- Author Bio (2-3 sentences)
- Book metadata (title, subtitle, series info)

Helpful Materials

- Voice inspiration examples (celebrities, audio samples)
- Character mood boards or visual references
- List of key emotional scenes
- Marketing clip preferences
- Cover art (high-resolution)

Information to Confirm

- Timeline and deadline requirements
- Budget and payment preferences
- Heat level and intimate scene approach

- Communication preferences
- Involvement level (hands-off vs collaborative)

Questions to Answer

- What's the overall tone/mood of your book?
- What emotion should listeners feel most?
- What are your deal-breakers or must-haves?
- Is this part of a series?
- What are your marketing/launch plans?

Need Help or Have Questions?

Don't stress! I'm here to guide you through every step. Just email me or fill out the contact form and I'll do my best to assist you as you progress forward.

Same goes for any questions you may have. Just email or use the contact form and I'll get back to you as soon as I can.

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This checklist/sheet is provided as a courtesy to help authors in the process of producing their audiobook.

For complete terms, pricing, and contract information, please visit:
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