

**LEAVING AN ENDURING  
SPIRITUAL LEGACY:  
WRITING AND PRODUCING  
CHRISTIAN MATERIALS**

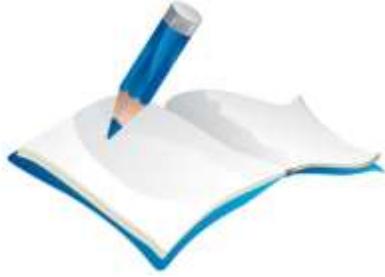


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# INTRODUCTION

Over the years, people have frequently asked, “How do you write materials like those that Harvestime International Network has produced?” Answering this question is the subject of this book. This manual provides guidelines that will enable you to produce biblically-oriented materials in written format.

## THE HARVESTIME VISION

First, a word about Harvestime for those who are not familiar with the ministry. Harvestime International Network was conceived by the Holy Spirit in answer to a cry from the spiritual harvest fields of the world for materials geared for average laymen who do not have opportunities for such training. The ministry is a Christian education by extension program designed to reach every level of the Body of Christ. This Bible-based material can be used for individual study and small group studies in homes, organizations, schools, prisons, and churches on a local, national, or international basis.

The Institute is mobile in form. Through the Internet, computer disks, flash drives, SD cards, mobile devices, and local translation, publication, and distribution--the curriculum can be taken anywhere in the world which allows laymen to study within the context of their own culture. The core curriculum of Harvestime International Institute emphasizes two major areas:

**First:** What Jesus taught by word and demonstration to transform simple men into reproductive Christians who reached their world with the Gospel message in a demonstration of power.

**Second:** What was demonstrated and taught during the times of the Acts and Epistles as His plan was instituted in the early Church.

In addition to the core courses, Harvestime also provides supplemental studies on various subjects. If you are not familiar with Harvestime, you may want to review our publications as they are the specific types that the guidelines in this manual address. The Harvestime materials are free downloads at: <http://www.harvestime.org>

This manual is not a primer on grammar or good writing, although these are vital to the production of quality materials. It does not deal with fiction or character development. You can easily research these subjects on the Internet.

The specific purpose of this manual is to detail the procedures Harvestime follows to produce anointed, quality teachings based on the Word of God. This manual explains how to preserve the spiritual insights God has given you, prepare these messages to reach the world, and extend them to future generations.

## **THE LEGACY OF THE WRITTEN WORD**

When one hears the word "legacy", they often think of a financial bequest given upon someone's death. Sadly, too often such inheritances are squandered. Money is actually a poor legacy, because the giver never knows who will be spending it and on what it will be spent. Fame and power are not worthy legacies either, as neither are enduring.

A worthy legacy is more than just wealth, fame, or power. It means leaving behind a sense of purpose and destiny when your life on earth concludes. It is passing on to future generations the spiritual principles and experiences that made a difference in your life and ministry.

For a Christian, there is nothing more meaningful than leaving a legacy of the written word. People may forget sermons, lessons, and life experiences which you shared verbally, but when you put these in written format they can be continuously reviewed, implemented in people's lives, and passed on to others. In this way, you can extend your ministry and your spiritual legacy to future generations.

God recognized the importance of the written word, as that is how He chose to reveal Himself and His eternal plan to mankind. He gave us the legacy of the Holy Scriptures.

## **HOW TO USE THIS BOOK**

We suggest you read through this manual twice:

-The first reading will provide an overview of the entire book production process. After learning what is involved in writing a book, you may decide that it is not your spiritual giftedness. If that happens, no problem--it is just as important to learn what you are not called to do as it is to find your true spiritual calling. Just because you have a "good idea" does not mean it is a "God-idea". You do not want to write just because "everyone else is doing it". You want to write because God has called you to do so.

-The second reading is for implementing the procedures detailed in this manual. If you take the action steps at the conclusion of each chapter, by the time you complete the second reading, your own book will be a reality.

As part of the enduring legacy of Harvestime, we not only want to pass on the teachings with which God has entrusted us, but we want to equip other believers to prepare materials on biblically-based and God-inspired themes.

We believe that you have a message to share, and through this manual we want to enable you to do so for God's glory. By so doing, we will be sharing our legacy with you and you will be equipped to leave an enduring spiritual legacy for generations to come.

### **ACTION STEP FOR THE INTRODUCTION**

-Read through this entire manual for an overview of the book production process.

*"I'd rather have one God-idea than a thousand good ideas. Good ideas are good, but God-ideas change the course of history. You can get good ideas in a lot of different places--classrooms, conferences, and bookstores. But God-ideas only come from one place:  
The Holy Spirit Himself."  
(Mark Batterson )*



# CHAPTER ONE

## A WRITER

### ORDAINED BY GOD

In this chapter you will learn about biblical writers, their purposes, the power of the written word, proper motives for a Christian writer, and how you--too--are a writer ordained by God. First, let's take a look at some biblical writers who communicated God's message to mankind.

#### BIBLICAL WRITERS

-God is a writer. He authored His Word and dictated it to men who wrote it down under the anointing of the Holy Spirit. He wrote His law on two tables of stone (Exodus 31:18). He wrote the message of salvation in all creation (Psalm 19:1). He once wrote a message of divine judgment on a banquet-room wall (Daniel 5:25). He keeps a book of life (Revelation 20:12) and the name of every believer is recorded in Heaven (Luke 10:20). Every part of your body was written in God's book before your birth (Psalm 139:16). He also writes His message upon your heart and mind (Hebrews 10:16). He is currently writing a book of remembrance about those who fear the Lord and think on His name (Malachi 3:16) and a record of your tears--books that are not yet finished (Psalm 56:8).

-Moses had a mandate to record God's laws for the benefit of His people (Exodus 34:27). He was commanded to write a song that would be a prophetic witness to Israel (Deuteronomy 31:19). He also wrote a book for Joshua, the leader who was to succeed him (Exodus 17:14).

-The Old Testament prophets were writers who delivered God's message both verbally and in written format. For example, the prophet Jeremiah was told to write a book of consolation for the people of God who were entering into 70 years of exile (Jeremiah 30:1-3). Jeremiah never left Jerusalem and its immediate surroundings, other than at the end of his life when he was taken to Egypt against his will. But Jeremiah was appointed to be a "prophet to the nations." How did he do this without ever leaving Jerusalem? By declaring the Word of the Lord through the written page. He ministered to ten foreign nations from Egypt in the west to Elam in the east and from Damascus in the north to Edom in the south--a total distance of 750,000 square miles! (Jeremiah 25:13).

Jeremiah was called to write, publish, and declare God's Word to the nations--and he did this through the written word (Jeremiah 50:2). In order to accomplish this mandate, Jeremiah often

"sat alone" (Jeremiah 15:17). (If you are not comfortable with being alone for extended periods of time, you may not be called to write.)

-Solomon sought to find acceptable, upright, and truthful words to write (Ecclesiastes 12:10).

-Four accounts of Christ's earthly ministry were written by Matthew, Mark, Luke, and John. John tells us that their records are only a portion of the story of Jesus--that even the world could not contain the books that could be written about His life and ministry (John 21:25).

-The Apostle Paul authored the majority of the epistles, many written while he was confined in prison.

-Peter, James, John, and Jude all wrote New Testament epistles

-John was exiled to Patmos Island, a barren desolate place, and while there he authored the greatest revelation of the end-times known to mankind.

## **PURPOSES OF BIBLICAL WRITERS**

The books of the Bible were written under the special inspiration of the Holy Spirit--a level to which your writing will not attain of course--but you can learn much from these books concerning purposes that should be evident in your own writing.

-Moses wrote a book to prepare the next leader of Israel (Exodus 17:14); to record God's law for His people (Exodus 34:1 and 27); and to provide a song as a witness to the people (Deuteronomy 31:19).

-The priests wrote curses in a book to warn the people about sin (Numbers 5:23).

-Isaiah was instructed to write for the future (Isaiah 30:8); warnings regarding the judgments of God (Isaiah 8:1); and events in the life of Uzziah (2 Chronicles 26:22).

-Jeremiah wrote to warn the people of impending judgment (Jeremiah 30:2; 36:2;36:28).

-The entire Old Testament record was written for our learning, patience, comfort, hope (Romans 15:4) and admonition (1 Corinthians 10:11).

-The Apostle Paul wrote to warn (1 Corinthians 4:14); to explain commandments of the Lord (2 Corinthians 1:13); and to share the Gospel (1 Corinthians 15:1).

-Peter wrote to stir up the minds of believers to remember the basics of faith (1 Peter 3:1).

-John wrote regarding sin and the commandments of God (1 John 2:1; 2:7-8); love and forgiveness (1 John 2:12); and joy (1 John 1:4). He also wrote of the things he had seen,

the things which were, and the things which were to come (Revelation 1:19). John clearly states his purpose: He wrote so that people might believe Jesus is Christ, the Son of God, and that by believing they might experience life (John 20:31).

-Jude wrote of salvation and faith (Jude 3).

-The purposes of the Word of God are clearly articulated in 2 Timothy 3:16. The Word is profitable for doctrine, reproof, correction, and instruction in righteousness.

These spiritual purposes should be reflected in writing that is truly Christian.

## **THE POWER OF THE WRITTEN WORD**

At the outset, you must recognize the tremendous "power of the pen". Words are powerful and can have an eternal impact on people's lives. You will be held accountable for your words--whether written or spoken--which means that working with words carries with it an awesome responsibility:

*But I say unto you, That every idle word that men shall speak, they shall give account thereof in the day of judgment. For by thy words thou shalt be justified, and by thy words thou shalt be condemned. (Matthew 12:36-37)*

Words have the inherent power of life and death: "*Death and life are in the power of the tongue*" (Proverbs 18:21). So the question is, what kind of power are you releasing with your spoken words? What kind of power will you release with your written words? Will your words--the message conveyed by your book--bring spiritual life or death to your readers?

A great leader in the United States, Benjamin Franklin, once said, "*Give me 26 lead soldiers and I will conquer the world.*" He was referring to the printer's lead of the 26 letters of the English alphabet which were used for type-setting and printing at that time. Franklin recognized the tremendous power of the written word.

God said concerning His words:

*So shall my word be that goeth forth out of my mouth: it shall not return unto me void, but it shall accomplish that which I please, and it shall prosper in the thing whereto I sent it. (Isaiah 55:11).*

## **PROPER MOTIVES FOR CHRISTIAN WRITERS**

Also important at the outset of your writing is to examine your motives for doing it. Are you writing because...

- Everyone else has a book?
- To see your name on a book cover?
- To make money from sales?
- To become famous?

If these are your motives, you had better reconsider as these may be acceptable for secular writers, but they certainly are not proper motives for Christian writers. Believers should write because they feel a call from God to do so and because they have a spiritual message to convey.

One verse that has motivated the Harvestime publications is Psalm 102:18: *"This shall be written for the generation to come, that the people which shall be created shall praise the Lord."* We are not producing materials to gain notoriety, but we are targeting generations to come. We have no financial motives, as all of our materials are provided free of charge on the Internet. The only products we sell are print-on-demand perfect bound copies of books in the US market. This helps underwrite our free programs.

We have also been mandated to: *"Write the vision, and make it plain upon tablets, that he may run that reads it"* (Habakkuk 2:2). Our mandate as a ministry is to make the Word of God plain so that people can apply it to their lives and accomplish their God-given destinies. This is our hallmark motive.

We write because when you place the printed page into someone's hands, they have something to which they can refer back to in the future. They may forget your sermon in a few weeks, but if they have that message on the printed page they can review it repeatedly and share it with others.

Your goal should be to write for an audience of one--the One who has bestowed this gift of writing upon you. Ask yourself: "Would I write this if God was my only audience?" When David wrote the psalms, the only audience he had at the time was God. If you are truly called to write, you will do so under the inspiration of God, as an act of worship of God, and to please only one person: God Himself.

Christian writing is not just writing that is done by a Christian. It is writing that focuses on God, His Word, Jesus Christ, Holy Spirit, and the Gospel message. It is writing that reflects the divine purposes of God and the biblical world view.

## **YOU ARE A WRITER**

Not everyone is called to write books. In order to write, you must love researching, reading, and studying the Word of God. You must endure prolonged periods of separation from friends and family with only a computer monitor, a keyboard, and a printer as your companions.

You may decide you are not called to write after reviewing this manual. That's okay. Not everyone is called to be a writer, but we are all called to be epistles or letters of Christ in the way we live. The Apostle Paul said, *"We are not actual paper upon which God's message is written,*

*but our lives are living letters that demonstrate how Jesus Christ makes a difference in the way we live" (2 Corinthians 3:3).*

You display God's message to the world through the living letters of your life. Whether you ever write a book or not--one way or another--You are a writer!

### **ACTION STEPS FOR THIS CHAPTER**

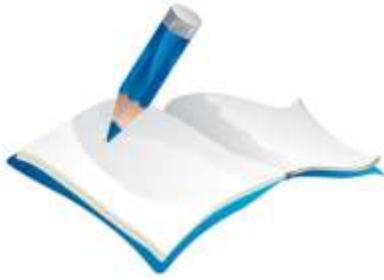
-Examine the purposes of biblical writers discussed in this chapter. Does your proposed book address any of these spiritual purposes?

-If you do not know your motives, ask God to reveal them to you.

-List your motives for wanting to write a book.

-Pray about your motives and ask God to eliminate any that are not pleasing to Him.

*"So often we think about life in terms of what's happening today, this week, or next month. We need to try to look at things as God does, with an eye for eternity. Is what you are doing now making a lasting impact? Will it matter in another year, another decade, another century? Begin dedicating yourself to things that will still be important long after you are gone."  
(John Maxwell)*



## CHAPTER TWO EMPLOYING THE SPIRITUAL KEYS TO SUCCESS

How do you know your writing will be successful? It will be overwhelmingly successful if it is based on the Word of God and inspired by the Holy Spirit. Guaranteed! Your book may not be picked up by a commercial publisher. You may not become popular or famous--many of the Biblical authors were not. But your writing will accomplish God's purposes if it is based on these two foundational principles.

### GOD'S WORD

Our primary purpose is to preach Christ and the Word of God (Colossians 1:28). This is true in writing also. There are many social injustices in the world--abortion, racism, tyranny, etc. Ministries will be raised up by God to address these. Unless you are specifically called to do this, however, do not engage in verbal battles on these issues because they can be a distraction to deter you from your main purpose. Keep your writing focused on God and His Word.

We are called to share the Gospel to all the world. That is our mandate. Not to argue. Not to debate. Not to put down other believers. Not to right the world's wrongs or share dogmatic opinions. We should not preach politics or denominations. We are not called to be political activists. Our mandate from Jesus Christ is clear:

*And he said unto them, Go ye into all the world, and preach the gospel to every creature. He that believeth and is baptized shall be saved; but he that believeth not shall be damned. And these signs shall follow them that believe; In my name shall they cast out devils; they shall speak with new tongues. They shall take up serpents; and if they drink any deadly thing, it shall not hurt them; they shall lay hands on the sick, and they shall recover. (Mark 16:15-18)*

The key to the success of the Harvestime courses is their focus on the pure Word of God. It is God's Word that does the spiritual work in men and women's life--not cute jokes; not relevant illustrations; not even your testimony--although that can certainly be included to illustrate the power of the Gospel.

God's Word is what changes lives and you can be assured that the Word will not return void. Your work will be successful when it is based on God's Word: *"So is my word that goes out from my mouth: It will not return to me empty, but will accomplish what I desire and achieve the purpose for which I sent it" (Isaiah 55:11, NIV).*

Keep your writing focused on the Word, explaining simply what it means and how the reader can apply what they are learning in practical ways. Christian writing is tied closely to Scripture and connects real life with faith. Address relevant questions and issues and provide answers from the Word. Keep your writing focused on accomplishing the Great Commission.

Use one Bible version as your primary source and other versions when they contribute additional meaning to your texts. We use the King James Version of the Bible as our primary source because at the time we began writing years ago, it was the only one readily available in many nations. With the advent of the Internet and the availability of various versions on the worldwide web, we have expanded to use other versions as well.

## **HOLY SPIRIT INSPIRATION**

It is the Holy Spirit who will reveal the truth to you and enable you to share with others.

*Howbeit when he, the Spirit of truth, is come, he will guide you into all truth: for he shall not speak of himself; but whatsoever he shall hear, that shall he speak: and he will shew you things to come. He shall glorify me: for he shall receive of mine, and shall shew it unto you. All things that the Father hath are mine: therefore said I, that he shall take of mine, and shall shew it unto you. (John 16:13-15)*

When you are writing scriptural materials, the Holy Spirit guides you, reveals truth to you, and glorifies God in both the process and the product. When you are writing under the anointing of the Holy Spirit, you will never experience burnout or writer's block. If you are continuously filled with the Holy Spirit, revelation will continuously flow. You can only give what you have. You cannot run on "spiritual fumes". You must continuously be filled with the Spirit!

## **ACTION STEPS FOR THIS CHAPTER**

-If you do not have an organized plan of Bible study, you need one. This is a must for a Christian writer. Use the Harvestime course entitled "*Creative Bible Study*" to guide you through the process of book, chapter, passage, verse, and word studies. You cannot write about what you do not know. If you are to write about God's Word, you must love it, study it, and understand it.

-If you have not received the baptism of the Holy Spirit, you need this powerful gift to accomplish your destiny as a writer. To learn more about the baptism, the ministries, and the gifts of the Holy Spirit, study the Harvestime course entitled "*Ministry of the Holy Spirit.*"

-Ask God to infuse your writing with the Word and Holy Spirit anointing.



## CHAPTER THREE

# PEPARING TO WRITE

This chapter concerns preparations that are essential to writing Christian materials: Prayer, passion, priorities, personal life, and timing.

### PRAYER

Prayer is behind every book and training manual produced by Harvestime. We don't just sit down and decide to write a book. We don't call a board meeting to decide what book to write. We address a spiritual passion or burden that God has laid on our hearts. We discover a spiritual need and fill it with the Word. Subjects for books emerge from time in God's presence and/or by observing spiritual needs during the course of ministry. Our books are birthed at His direction.

You must regularly get into God's presence and let Him say something *to* you before you are able to have Him say something *through* you to others. Pray before you write, pray while you are writing, and pray over your manuscript after it is written.

Pray for guidance regarding what to write and ask God to give you the pen of a "ready writer". David said:

*My heart is overflowing with a good theme;  
I recite my composition concerning the King;  
My tongue is the pen of a ready writer.  
(Psalm 45:1)*

### PASSION

If you do not have a passion for your subject, then you probably will not persevere to finish the project. Your passion will take you through the process and the problems you encounter in publishing your materials. By passion we mean that you must be excited about what you are writing and feel a God-given inspiration to share it. You must be like the prophet Jeremiah who, despite experiencing discouragement, persevered in his calling because of his passion. During a time of despair, Jeremiah declared:

*"I will not make mention of Him,  
Nor speak anymore in His name."  
But His word was in my heart like a burning fire  
Shut up in my bones;  
I was weary of holding it back,  
And I could not. (Jeremiah 20:9, NKJV)*

If you are called to write, you will find you cannot keep silent. The Word will be in your heart like a burning fire that is shut up in your bones! You simply have to write!

A God-given passion arises out of an experience you go through, an issue that needs addressing, a need in the Body of Christ that you perceive, or a special revelation God gives to you. The Prophet Isaiah declared: *"The Lord God gives me the right words to encourage the weary. Each morning He awakens me eager to learn His teaching" (Isaiah 50:4, CEV)*. Ask God to give you a similar anticipation and passion.

## **PRIORITIES**

If you are truly called to write a book, then you must make writing a priority in your life. It cannot be a hobby or a past-time. If it is a God-given mandate, it must be treated as such. Being too tired or too busy are not valid excuses. Reorganize your calendar. Eliminate non-essentials. Sacrifice something...perhaps a favorite TV show, a movie, a concert, a golf game, or a party. Use vacation time to take a writing retreat and get away somewhere to write. Get up early, stay up late.

Schedule regular writing times. Set aside time to research, write, edit, etc. If you are an early morning person, do it early. If you are a late night person, do it late at night. If it is important and God has mandated it, you must make time for it! If you don't do this, then perhaps you are not really called to write a book. You always make time for things you consider a priority--that special person, your hobbies, sports, etc.

A prolific author, Joel Henderson, was once asked how he had managed to write all the books that he did. He replied that he had never written a book. All he did was write one page a day. With his limited time and energy, a page at a time was all he could manage, he said. But at the end of each year, he had a 365 page book!

Solitude is essential. If possible, keep interruptions and noise to a minimum. Turn off your phone and email. When you are finished writing, you can return calls and emails. It is ideal if you have a quiet place to write, but in reality--if you are going to be productive--you will sometimes end up writing and editing in airports, by the bedsides of sick loved ones, in hotels, etc. The outline for one of our Harvestime books was dictated while driving!

You must persevere and continue to write despite the ups and downs of everyday life:

*"I find myself thinking, 'When life settles down I will...' But I should have learned by now*

*that life never settles down for long. Whatever I want to accomplish, I must do with life unsettled." (Jean Fleming)*

You must discipline yourself to keep at your task--despite discouragement, despite setbacks, interruptions, and distractions. Discipline involves doing something you may not feel like doing at the time in order to achieve a future outcome that you desire. In this case, the end result is to reach your God-given destiny as a writer.

*"It takes hard work to achieve any goal...be constant in your commitment. Refuse to relent... Your consistency and determination will push the powers of hell aside and obtain the victory you desire! Give full attention to what God has called you to do. Diligence cannot be a sideline issue in your life. In order to succeed at what God has called you to do, you must give it your full consideration, your undivided attention, and your mental and spiritual concentration." (Rick Renner)*

Madam Guyon spent a lengthy time in prison, as did John Bunyan. Both of them became prolific writers who have inspired thousands of believers down through the centuries. Some of the greatest epistles of the Apostle Paul were inspired by the Holy Spirit and written from a prison cell. These writers did not let the trials of life interfere with their calling. You must keep writing despite the obstacles.

For you, as a writer called by God, writing is an act of worship as you surrender your time and talents to Him. Your keyboard becomes your tool to worship the Lord. Your passion for God and your calling to write will take you through your problems to accomplish your purpose.

## **PERSONAL LIFE**

Your personal experiences may become an impetus for your writing. For example, the Harvestime book entitled "Bitter Waters" was birthed from the tragic death of a loved one. The Harvestime core courses were conceived when we traveled around the world and witnessed the great need for materials such as we are producing.

Your experience is different from all others. Think about this as you are preparing to write: Who will be reached through your book? Who will not be reached with the message of salvation, healing, comfort, or deliverance if you fail to write your book? Your spiritual journey in life is unique to you and your personal life affects your writing. You can't write about God if you don't really know Him. You can't write about God's power or anointing if you have never experienced it. You must have known sorrow in order to address pain and suffering. From your own spiritual journey--your prayers, studies, and experiences--your biblically-based teachings will emerge.

*"One does not write what has already been written. One writes out of the storehouse of fresh revelation and personal knowledge gained through the painful experiences of growth...You will cease writing if you cease learning. You do not learn as you write, but write as you learn." (From Come Away My Beloved by Frances J. Roberts).*

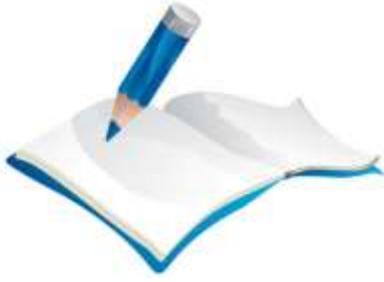
Most importantly, be sure that your personal life agrees with what you write. Your actions and lifestyle speak louder than any words you will ever write. The Bible says: *"Dead flies putrefy the perfumer's ointment, and cause it to give off a foul odor. So does a little folly to one respected for wisdom and honor" (Ecclesiastes 10:1, NKJV).* As a writer, you may be respected for the wisdom God gives you, but if your life-style does not agree with your words, then both you and your writing will be like dead flies giving off a foul odor.

## **TIMING**

Sometimes you may have a God-given inspiration, but the timing may not be right to proceed with writing. For example, when we were preparing to write the Harvestime manual on spiritual warfare, the Lord impressed us to put the project on hold as He had more to teach us in this area. Later, He released us to write the book with new insights gained from additional experience. While you are "on hold", continue to make notes, research your subject, and pray about the right timing to tackle the project.

## **ACTION STEPS FOR THIS CHAPTER**

- Pray about what you are to write. Pray while you write. Pray over what you have written.
- Ask God to give you a passion that will take you through the problems.
- Make writing a priority. Add regular writing sessions to your calendar.
- Think about personal experiences you have had that might bless others if you write about them.
- Examine your life to be sure your personal lifestyle agrees with your writing. Ask God to correct areas of inconsistency.
- Pray about the timing for writing your book. Ask God to show you when to start.



## CHAPTER FOUR STARTING POINTS

The starting points for your book are determining the purpose, identifying your audience, and securing the resources you need to write.

### DETERMINING YOUR PURPOSE

What is the purpose of your book? You must be able to answer this in a simple thesis statement. For example, the thesis statement of the Harvestime book entitled “*The King Has One More Move*” is “to provide biblical strategies to those who are facing spiritual checkmates in life.”

You should be able to state the main purpose of your book in a couple of sentences and everything you write in the book should somehow relate to this purpose. If you do not understand your purpose, then neither will your reader.

Note the detailed statement of purpose in the opening verses of the Gospel of Luke:

*Forasmuch as many have taken in hand to set forth in order a declaration of those things which are most surely believed among us, even as they delivered them unto us, which from the beginning were eyewitnesses and ministers of the word. It seemed good to me also, having had perfect (accurate) understanding of all things from the very first, to write unto you in order (an orderly account), most excellent Theophilus.  
(Luke 1:1-4, TAB)*

Others had already written on this subject, but Luke's contribution was unique. Luke gives an orderly declaration of the faith which he had both witnessed and ministered. Luke clearly states his purpose: “*The purpose is that you might know the certainty of those things, wherein you have been instructed.*”

Here is one of several statements of purpose made by Jesus:

*The Spirit of the Lord is upon me, because He hath anointed me to preach the Gospel to the poor, He hath sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering of sight to the blind, to set at liberty them that are bruised. To preach the acceptable year of the Lord. (Luke 4:18-19)*

As you learned in chapter one of this manual, biblical writers knew their specific purposes for writing. You must know your purpose as well, and be able to clearly state it.

## **IDENTIFYING YOUR AUDIENCE**

You must determine specifically who are you trying to reach. If the Apostle Paul had written his statement of purpose and identified the audience for his Spirit-inspired books it would have read as follows:

"My purpose of ministry is to bear the name of the Lord Jesus Christ to:  
...The Gentiles (nations other than Israel)  
...Kings (leaders)  
...The nation of Israel (Jews)."

The main audience for Harvestime materials are men and women who do not have access to Bible school training. We also target church-based Bible schools, Bible study groups, and prisons around the world. Our target audience is not college graduates or theologians, so we keep the language simple. We do not use culturally relevant examples because people in different nations may not understand them.

Here are some questions you should answer. Are you writing...

- For children, teenagers, or adults?
- The highly educated or average readers?
- Male or female or both?
- Pastors or laymen or both?
- Your own culture or other cultures or both?

## **SECURING RESOURCES**

In order to write biblically-based materials you will need different versions of the Bible, a concordance, a biblical word study book, a dictionary, a Thesaurus, and Bible commentaries. Most of these resources can be found free online. Access to research on various subjects is also readily available online, as are resources to assist you in grammar, spelling, etc.

Commercial Bible software is desirable, and a computer with MS Word is essential, as eventually your manuscript must be in data files in order to be published. You will need access to a computer and printer and--if you do not type---you will need to find someone to input the manuscript for you. If you are not good at grammar and spelling, you will need someone to proofread and correct your work.

Are there people who can serve as resources for your writing? For example, a specialist in your subject? Someone who has previously written and published a book? Is there a teacher who might proof your book for grammar and spelling?

## ACTION STEPS FOR THIS CHAPTER

-Write out the purpose for your book. You should be able to state it in a couple of sentences. Everything in the book should somehow relate to this purpose.

-Who is your intended audience?

- Children, teenagers, or adults?
- The highly educated or average readers?
- Male or female or both?
- Pastors or laymen or both?
- Your own culture or other cultures or both?

-What resources do you already have that you can use for writing your book? What resources do you need to secure?

- Bible versions.
- Concordance.
- Bible word study book.
- Dictionary.
- Thesaurus.
- Bible commentaries.
- Commercial Bible software.
- Access to a computer and printer.
- Typist.
- Proofreader.
- Experts on your subject.

*"You want success? Are you willing to pay the price? How much discouragement can you stand? How long can you hang on in the face of obstacles? Are you strong on the finish as well as quick at the start? Have you the grit to try to do what others have failed to do? Have you the persistency to keep on trying after repeated failures? Can you cut out luxuries? Can you do without things that others consider necessities? Have you the nerve to attempt things that the average man would never dream of doing? Can you go up against skepticism, ridicule, and friendly advice to quit without flinching? Can you keep your mind steadily on the single object you are pursuing, resisting all temptations to divide your attention?"*

*(Author Unknown)*



## CHAPTER FIVE RESEARCHING YOUR SUBJECT

This chapter provides guidelines for researching your subject. Research is gathering all of the information needed in order to write a book. As you research the subject of your book, make extensive notes. Don't worry about the order of your notes yet. You will put your research materials in order when you do the book and chapter outlines. Just get your research, thoughts, teaching, etc. down in writing.

### **If you are writing a Bible study book, Bible textbook, or devotional book:**

- Study everything the Bible teaches on your subject. Use a concordance to do this-- available in book format, in commercial Bible computer programs, or free online.
- Study what others have written on the subject.
  - Become an avid reader.
  - Become an expert on the subject.
- Record audio files when you teach on the subject. Transcripts can become part of your research materials.
- What can you add to what has been written?
- How will your approach differ?
- What Bible texts will you use? List them and study each passage thoroughly,
- What applications will you make that the reader can institute in their life?
- Do you have journal notes that are applicable?
- Do you have sermon notes that are applicable?
- What relevant examples or experiences can you use to illustrate your points?

### **If your material is a Christian biography, autobiography, or personal experience book:**

- Do not go into detail regarding events before conversion. For example, you might say you were a main-line heroin addict with a \$1,000 a day habit instead of going into detail regarding the times you shot up, your drug dealer, the evil of drug dens, etc. If you were involved in a crime, do not include details that would be painful to the victim or their family.
- Briefly summarize your life before Christ, but keep the main focus on the change in your life that occurred through accepting Jesus as your Savior.
- Be sure information on places, dates, and events is accurate.

-Use assumed names, and indicate that you are doing so, when mentioning any person who might be harmed or embarrassed if their true identity was known.

-Interview those involved in events related to the story.

-Record audio files when you share your testimony. Transcripts can become part of your research materials.

## **ACTION STEPS FOR THIS CHAPTER**

-Study everything the Bible teaches on your subject.

-Study what others have written on the subject.

-Answer these questions:

-What can you add to what has been written?

-How will your approach differ?

-What Bible texts will you use?

-What applications will you make?

-Use journal notes you have on the subject.

-Use sermon notes you have on the subject.

-Use examples and experiences that illustrate your points.

-Transcribe audio files of your teaching or testimony.

-For personal experience books:

-Be sure information on places, dates, and events in your research is accurate.

-Use assumed names, and indicate that you are doing so, when mentioning any person who might be harmed or embarrassed if their true identity was known.

-Interview those involved in the events you are relating.



# CHAPTER SIX

## OUTLINING YOUR BOOK

After you have thoroughly researched your subject, use your notes to create outlines for your book. You will create a book outline and an outline for each chapter in the book.

### CREATING A BOOK OUTLINE

Create an outline listing the proposed title for each chapter of your book. This will enable you to organize your research in a logical way.

Here is a proposed outline for a book on intercessory prayer:

*Introduction*

*Chapter One: An Introduction To Prayer*

*Chapter Two: Intercessory Prayer*

*Chapter Three: Spiritual Resources For Intercession*

*Chapter Four: How To Intercede*

*Chapter Five: Hindrances To Effective Intercession*

*Chapter Six: Using The Model Prayer To Intercede*

*Chapter Seven: Interceding For Revival*

*Chapter Eight: Getting Started And Keeping Going*

*Conclusion, summary, or epilogue*

A book outline will enable you to see your book in logical order. Your initial outline will change as you develop the book. You will move chapters around so the flow is better, you will combine chapters, and sometimes you will eliminate chapters.

When you complete your book outline ask this question: Does each chapter you have proposed relate to the purpose of your book?

Your book outline will eventually become the Table of Contents.

## CREATING CHAPTER OUTLINES

Next, create an outline for each chapter. Divide your research notes and insert them under the relevant chapter titles. As part of this process, ask yourself:

- What does the chapter title convey?
- What is the purpose of this chapter?
- Does each chapter relate to the purpose of the book?
- What are the objectives--what do you want the reader to learn?
- What will you use as an opening statement or introduction?
- What content will you use in this chapter?
- Does the content accomplish your purpose for the chapter?
- What will be the sub-titles that will break up the text?
- Does the conclusion effectively summarize the main point of the chapter and tie logically into the next chapter?
- Will you provide a self-test or a study guide?
- Will you provide suggestions for further study of the subject?

Here is a sample chapter outline drawn from the book on Intercessory Prayer outlined on the previous page.

*Chapter Title: Interceding For Revival*

*Objectives: The reader will learn what revival is, how to prepare for it, how to recognize when it is needed, biblical principles of interceding for revival, and how to use God's revival plan.*

*Subheadings for chapter:*

- I. The meaning of revival.*
- II. How to prepare for revival.*
- III. How to recognize when revival is needed.*
- IV. Biblical principles of interceding for revival.*
- V. How to use "God's revival plan" to intercede for revival.*

(Under each chapter subheading, write several sentences summarizing the main point. Be as detailed as possible in as few sentences as possible.)

## ACTION STEPS FOR THIS CHAPTER

- Create a book outline listing the proposed titles for each chapter of the book.
- Create an outline for each chapter of the book.
- For each chapter, consider these questions:
  - What does this chapter title convey?
  - What is the purpose of this chapter?
  - Does this chapter relate to the purpose of the book?
  - What are the objectives--what do you want the reader to learn?
  - Have you written a strong opening statement or introduction?
  - What content will you use in this chapter?
  - Does the content accomplish your purpose for the chapter?
  - What will be the sub-titles that will break up the text?
  - Does the conclusion effectively summarize the main point of the chapter and tie logically into the next chapter?
  - Will you provide a self-test or study guide?
  - Will you provide suggestions for further study of the subject?

*“Don’t look to the bigness of your need, look to the bigness of your God. Your circumstances are hindrances to seeing my abilities. If you keep your eyes on your circumstances, the devil will use your circumstances to defeat you and accuse the Word of God, the written and living Word. Your victory is keeping your eyes on the bigness of your God and His ability. He has promised to take you step, by step, by step, not all at once, but step by step, and each step will be a miracle!”*

*(Dr. Morris Cerullo)*



## CHAPTER SEVEN WRITING YOUR MANUSCRIPT

Christian writing is different from secular writing in many ways, one of the main ways being that it is not something you can do through self-effort. It is analogous to conceiving and birthing a baby in the natural world. You go through stages of spiritual conception, development, and birth. Christian writing requires the anointing of God from inception through every stage of development. When the anointing comes, write. If it doesn't come, then do other tasks such as additional research, outlining, organizing, etc.

Anointed writing, like anointed ministry, is only effective when God's presence is manifested. Wait for the anointing to flow, and then write. Do it when the anointing comes--even if it is at inconvenient times when you had other plans or in the middle of the night.

Use your outlines, research notes, and audio transcripts to write the rough draft of each chapter. You will make additions and deletions to the initial book outline as you proceed. Don't worry at this point about errors in grammar, spelling, typing, etc. Get the message down in rough draft for each chapter. You will fine-tune the material later during editing.

You may want to do the easiest chapters first and save the more difficult chapters until later. Never quit writing at the end of a chapter. Quit in the middle of a chapter when you have more to say and know exactly what comes next. This will help you get started more easily in your next writing session.

Set writing goals and self-imposed deadlines for completing the rough draft of your manuscript. If you "aim at nothing, you will hit it every time." Goals and deadlines will help you accomplish your purpose: A completed book.

### **Here are some practical guidelines for writing:**

- Use double-spaced pages to enable easy reading and hand-editing of the manuscript.
- If you are writing a personal testimony, biography, or autobiography then include sensory details that describe your feelings, the expressed emotions of others, what something looked like, etc.
- Record as many details of a real-life situation as possible. For example, if you write about an incident when people were talking, use dialogue format.

-As you write, determine which details best convey your message and delete the others. Ask yourself whether a particular insight will be helpful to those in similar situations and if it will be understood by readers in other countries.

-Avoid wordiness. On November 19, 1863, two well known men gave important speeches at the dedication of the Gettysburg National Cemetery in the USA. One was Edward Everett, a former congressman, governor, and president of Harvard University. He spoke for two hours. President Abraham Lincoln spoke after him and his speech lasted about two minutes. Today, no one remembers what Everett had to say, but President Lincoln's Gettysburg Address is widely known and quoted. Words do not have to be numerous to be meaningful. One of the most powerful sentences in the Bible is that spoken by the thief on the cross: "Lord, may I be with you in paradise?" Be concise and to the point.

-Use clear, direct language suitable for translation into other languages. Do not use complex words unless necessary, and if you must do so, define them. Use vocabulary appropriate for your audience. Direct your writing towards those with moderate intelligence. The newspaper in the United States is written at approximately a 6th grade reading level. Tests on students attending training institutes in Third World nations have revealed that 96% fall below secondary level education. The Apostle Paul said:

*My message and my preaching were very plain. Rather than using clever and persuasive speeches, I relied only on the power of the Holy Spirit.  
(1 Corinthians 2:4, NLT)*

-Provide the original source of any materials you quote.

-Present a logical, orderly progression of the subject.

-Put the final draft in MS Word format, which is the industry standard.

-Use MS Word programs to check your spelling and grammar.

-Back up your work frequently on an external hard drive or flash drive to prevent loss should your computer crash.

## **ACTION STEPS FOR THIS CHAPTER**

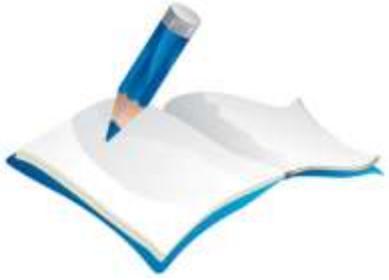
-Set a self-imposed schedule and deadlines for writing each chapter of your book.

-Use this list to review each chapter. Check for:

-Double-spaced pages.

-Descriptions and dialogue for personal testimony/examples.

- Relevant details of real-life situations.
  - Details that must be included.
  - Details that can be deleted.
  - Wordiness that can be eliminated.
  - Clear direct language.
  - Original source for quotes.
  - A logical, orderly progression of the subject.
  - Final draft in MS Word format.
  - MS Word spell and grammar check.
  - A back-up copy of your work.
- Complete a rough draft of your book and print it out before proceeding to the next chapter.



## CHAPTER EIGHT PROOFREADING, CORRECTING, AND REVISING

Your manuscript should go through several drafts for proofing, correcting, and revising. If you are not good at grammar and spelling, you may need to hire a professional editor or proofreader to review and correct your manuscript.

- Print out the first rough draft.
- Read through it, mark errors, make corrections, deletions, and additions.
- Have someone else read through it and note errors.
- Read the manuscript out loud. This makes errors and run-on sentences more apparent.
- Check each chapter for understanding of its concepts--as if you were the reader/student.
  - Do you comprehend everything?
  - Are the points clear?
  - Are you assuming knowledge they may not have?
  - Are you accomplishing the purposes for that chapter?
  - Does each chapter relate to the purpose of the book?
- Is your writing sequential (in good order) and not jumping around the subject haphazardly?
- Repeat the process: Rewrite your manuscript using the corrections, print it out, and then proofread it again.
- Continue to read, proof, revise, and reprint the book until you are satisfied that you have clearly communicated your message, accomplished your purposes, and that your book is error-free. (Some writers say they read and correct each manuscript between 13 and 15 times!)

## **ACTION STEPS FOR THIS CHAPTER**

- Print out the first rough draft of your book.
- Read through it, mark errors, make corrections, deletions, and additions.
- Have someone else read though it and note errors.
- Read the manuscript again out loud.
- Read each chapter for understanding of its concepts--as if you were the reader/student.
  - Do you comprehend everything?
  - Are the points clear?
  - Are you assuming knowledge they may not have?
  - Are you accomplishing the purposes for that chapter?
  - Is each chapter related to the purpose of the book?
- Is your writing sequential (in good order) and not jumping around the subject haphazardly?
- Repeat the process: Rewrite your manuscript using the corrections, print it out, and then proofread it again.
- Continue to read, revise, proof, and reprint the book until you are satisfied that you have clearly communicated your message, accomplished your purposes, and that your book is error-free.



# CHAPTER NINE

## PREPARING FOR PUBLICATION

Once your book is complete and as error-free as possible, you will need to make some decisions prior to publication.

- What type style will you use for the body of each chapter, the chapter title, and the chapter subheadings? Be consistent.
- What size will the pages be? Common sizes are 6x9 and 8x11.
- How will you set apart scripture verses? In italics? In bold-faced type?
- Where will page numbers be located? Bottom center or bottom right are good choices.
- Are you including diagrams, photographs, or other graphics?
- Will you include a test or a study guide at the end of the chapters?
- What will be the design for the front and back covers and the spine of the book? For the Harvestime general book covers, we had artists do covers relevant to the subject matter. For the Harvestime core course training series, however, we have one design and then we drop in the various titles on the front. If you are doing a series, this saves money in artist fees. Do not skimp on your cover layout. Many people chose to read or not read a book based on the cover. Make sure the front cover design reflects the content.
- Have you achieved your purpose in the Introduction: Explained your subject and the benefits of the book?
- Are you including acknowledgements, a preface or forward, or a dedication?
  - A preface or forward explains why you are writing this book and can be written by you or someone who is recommending the book.
  - Acknowledgments are thanks to people who have assisted you in typing, editing, graphic arts, etc.
  - You may also chose to dedicate your book to someone special.

-Are you including appendices? If so, prepare these. Appendices are not required, but might include:

- A glossary of words difficult to understand.
- Bibliography of resources used.
- Index of page numbers for certain topics.
- Author biography.
- A list of references used.
- A list of other books by the author.
- Contact information for the author/ministry.

-Prepare the final draft of your book, ready for publication.

## **ACTION STEPS FOR THIS CHAPTER**

Answer these questions:

-What type style will you use in your book?

- For the body of each chapter?
- The chapter title?
- The chapter subheadings?

-What size will the pages be?

- 6x9?
- 8x11?
- Other?

-How will you set apart scripture verses?

- Italics?
- Bold-faced?

-Where will page numbers be located?

- Bottom center?
- Bottom right?
- Other?

-Are you including diagrams, photographs, or other graphics? If so, prepare these.

-Does the Introduction adequately convey the purpose of your book and its benefits?

-Are you including acknowledgements, a preface or forward, or dedication? If so, prepare these.

- What are you including at the end of the chapter?
  - A self-test?
  - Answers to a self-test?
  - A discussion guide?
  
- What will be the design for the cover?
  - Front cover?
  - Back cover?
  - Spine?
  
- Have you prepared the appendices you will include?
  - A glossary of words difficult to understand.
  - Bibliography of resources used.
  - Index of page numbers for certain topics.
  - Author biography.
  - A list of references used.
  - A list of other books by the author.
  - Contact information for the author/ministry.
  
- Have you carefully reviewed the final draft to be sure it is ready for publication?



# CHAPTER TEN

## PUTTING THE FINAL DRAFT IN ORDER

This is the sequence for the content of the final draft of your book.

- Front cover.
  - A design that reflects the content of the book.
  - The title of the book and perhaps a sub-title.
  - The name of the author.
- Title page: The first inside page with the name of the book, author, and publisher.
- Copyright information.
- Dedication (optional--not required).
- Acknowledgements (optional--not required).
- Forward or preface (optional--not required).
- Table of Contents: Chapter titles and page numbers.
- Introduction.
- Chapters.
- Conclusion.
- The back cover which includes:
  - A brief synopsis of the book.
  - Biographical information on the author.
  - Information on the publisher.
- The spine of the book which includes:
  - The name of the book.
  - The author of the book.
- Appendices are optional, but might include:
  - A glossary of words difficult to understand.
  - Bibliography of resources used.
  - Index of page numbers for certain topics.
  - Author biography.
  - List of references used.
  - A list of other books by the author.
  - Contact information for the author/ministry.

## ACTION ITEMS FOR THIS CHAPTER

Now do it! Put the final draft of your book in order.

- Front cover.
  - A design that reflects the content of the book.
  - The title of the book and perhaps a sub-title.
  - The name of the author.
- Title page: The first inside page with the name of the book, author, and publisher.
- Copyright information.
- Dedication (optional--not required).
- Acknowledgements (optional--not required).
- Forward or preface (optional--not required).
- Table of Contents: Chapter titles and page numbers.
- Introduction.
- Chapters.
- Conclusion.
- Back cover:
  - A brief synopsis of the book.
  - Biographical information on the author.
  - Information on the publisher.
- Spine:
  - The name of the book.
  - The author of the book.
- Add appendices if you are using them.
  - A glossary of words difficult to understand.
  - Bibliography of resources used.
  - Index of page numbers for certain topics.
  - Author biography.
  - List of references used.
  - A list of other books by the author.
  - Contact information for the author/ministry.
- Do a final check to be sure your book is in proper order for publication and/or submission to a publisher.

*"Commonly there are three stages in a work for God:  
Impossible, difficult, done."  
(Hudson Taylor)*



# CHAPTER ELEVEN COPYRIGHTING, PUBLISHING, AND DISTRIBUTING

This chapter concerns guidelines for copyrighting, publishing, and distributing your book. Harvestime materials are published in the United States, so some of these guidelines may need to be adjusted if you are publishing in other nations.

## COPYRIGHTING YOUR BOOK

In the United States, whenever you put something in a tangible format--whether it is written on paper, typed on a computer, etc.--it is automatically copyrighted and protected under U.S. copyright law. If someone steals your work however, the burden of proof falls on you to show that you created it first. To provide protection, you can officially register your work with the United States Copyright Office: <https://www.copyright.gov/registration/> For books produced in other nations, you will need to check the specific copyright laws of the country.

Regardless of where your book is produced, be sure to place the international copyright symbol on the opening title page of your book:

© 2017  
(Your name or your ministry's name.)

## PUBLISHING YOUR BOOK

You may elect to publish your book in EBook format on the Internet. In this case, you simply post your completed manuscript to your website. If you want to publish your material in traditional book format however, there are two options: Commercial publishing and self-publishing.

Harvestime has published with commercial publishers in the past, but the majority of our books are self-published. Through self-publishing we retain the rights to translate and reproduce our materials which is one of the foundational purposes of the ministry.

Whether you publish online, commercially, or self-publish you need to secure an ISBN number for your book. An ISBN number is an International Standard Book Number used to identify books, EBooks, and other publications. The process of obtaining an ISBN varies somewhat from nation to nation. To begin the process, identify your national ISBN agency through the International ISBN Agency website at <http://www.isbn-international.org>. Click on your country and follow the directions provided by your national ISBN agency.

**COMMERCIAL PUBLISHING.** Here are some guidelines for submitting your book to commercial publishers.

**Study the market.** The Christian Writer's Market Guide (available through Amazon.com) lists Christian publishers and the types of materials they are seeking. It is important to study this as--for example--you do not want to submit Bible study books to a publisher who prints only children's books or fiction.

**Secure a Christian literary agent.** Many publishers only accept materials submitted through a literary agent. Literary agents represent writers and sell manuscripts to publishers, but they may also provide other services. They may advise clients regarding new projects, edit manuscripts before submission to publishers, negotiate contracts, guide clients through the publishing process, and implement marketing plans. Basically, they serve as a liaison between the author and publisher. Not all agents provide all of these services, so be sure to determine what will be included before you enter into an agreement. Try to find an agent who has previously sold books to the publisher you wish to approach.

So, how do you find an agent? Some publishers include the agent's name on the copyright page and many authors thank their agent on the acknowledgement page. Christian writer's conferences are a good place to discover an agent. Find out which authors the agent represents, what books they have sold, if they are open to new submissions, and how they want to receive such submissions (i.e., via the Internet, email, or regular postal service). You can also review Jeff Herman's *Guide to Book Publishers, Editors and Literary Agents* which is standard in the industry.

**Write a query letter.** The purpose of the query letter is to ascertain the interest of a literary agent or a commercial publisher in your book. This letter should be a brief, attention-grabbing description of your book. You should state the type of book you are writing (its genre), the word count, and a brief synopsis (an overview). Briefly state your writing experience, publishing credentials, and education. Conclude by thanking the agent/editor for their time. Enclose a self-addressed, stamped return envelope for their response if sending material through the postal service.

**Write a book proposal.** If a literary agent and/or publisher responds positively to your query letter, you will be asked to do a book proposal. Some questions to address in the proposal include:

- What is your book about--specifically.
- What other books deal with the same subject?
- How is your book different from these books?
- Who is your proposed audience?
- How will readers benefit from reading your book?
- What is your background?
- Why are you qualified to write on this subject?
- What other books have you written? How many have been published?
- How will you help market and sell this book?

You will be asked to submit a Table of Contents and sample chapters. Include a self-addressed, stamped return envelope if sending material through the postal service.

**Negotiate an agreement.** If your proposal is accepted by the literary agent, you will receive an agreement to sign. If your proposal is accepted by a commercial publisher, you will receive a contract which will include deadlines, rights, advances, royalties, etc. Read it carefully! Be advised that a commercial publisher usually retains the power to change content and may hold the copyright to your book for years. In most cases, you cannot translate or reproduce a book while it is under contract without written consent of the publisher. A statement regarding "right of first refusal" will often be included in a book contract. This means you agree to offer the publisher the first right to publish your next work with the same terms and conditions. Protect as many rights as you can, selling as few rights to the publisher as possible.

**SELF-PUBLISHING.** If you want to get your book published immediately and maintain control over its content and copyright, we suggest self-publishing. Here are the steps to take:

**Select a print-on-demand service.** With the advent of print-on-demand services, you do not have to order thousands of books to get a good unit cost per book. Harvestime uses Lightning Source for print-on-demand services. They are very cost-effective and it is not necessary to order a huge amount of inventory to get good prices for publishing your book. They will drop-ship to you, your customers, or send books to locations where you will be ministering. Complete details are available at: <http://www.lightningsource.com/>

**Submit your book.** Print-on-demand publishers provide complete instructions on how to prepare and submit your book. For additional fees, some provide artists, editors, etc., to assist you. Follow the specific guidelines of the print-on-demand service you have selected and submit your book. This is normally done through uploading data files of your cover and content.

## **DISTRIBUTING YOUR BOOK**

If your book is accepted by a commercial publisher, they will handle most aspects of distribution. The following are guidelines for self-publishing distribution.

**-Selling Your Book:** If you are going to sell your book, you will need to obtain sales regulations for your state/nation, as taxes are imposed in some areas. If you are in a nation that has income taxes, then you must report your earnings as part of your annual tax returns. If your sales are made through a non-profit incorporation in the US, they are often sales-tax free depending on where you live and/or if you advertise them for a donation of a suggested amount. If you decide to sell your book online, you will need to engage a fee processing service. We use Pay-Pal for sales in the United States which helps support our free program overseas, in prisons, etc. Here is their website: <https://www.paypal.com/us/home>

**-The Internet:** With the advent of the internet, you have an automatic platform for distributing your materials. You will need a website and must decide if you want to sell your materials or offer them as free download. If you are selling your book, you may want to provide a free download of the first chapter to encourage people to make the purchase.

**-Amazon.com:** You may want to market your book online through Amazon.com. Check their website for complete instructions.

**-Ministry Events:** Offer your book at events where you are speaking and/or at ministry meetings that permit display booths as part of their event. If you are going to sell your book at ministry events in the US, you should invest in a credit/debit card processing attachment for your cell phone and/or data tablet.

**-Contact Lists:** Send an email regarding your book to all of your contacts. Ask them to forward it to their contacts. Perhaps attach a sample chapter.

**-Social Media:** Do social media posts regarding your book and ask your contacts to repost it to their contacts.

**-Apps:** Develop Apple and Android apps for your book so people can have it on their phones.

**-Technology:** Make your book available on flash drives, SD cards, CDs, and as downloads, etc.

**-Audio Version:** Do an audio version of your book. Many people do not have time to read, but they listen to audio books. This also enables the visually impaired and functionally illiterate to be reached. A simple and free audio-recording program is Audacity. You will need a computer, monitor, keyboard, and microphone. Check out their site for complete instructions:

<http://www.audacityteam.org/home/>

**-Translations:** Consider having your book translated into other languages to increase its impact world-wide.

**-Articles For Magazines/Newspapers:** Sometimes, magazine and newspaper editors will arrange for interviews, especially if the author is a local resident. You can also do a press release on your book, and some magazines/newspapers will publish it free.

**-Paid Advertisements:** You can purchase paid advertisements in Christian newspapers and/or magazines. Produce an ad that accurately reflects the purpose and content of your book. (We at Harvestime have found that the best promotion is through word of mouth by people whose lives and destinies have been changed by our material. We have never purchased paid ads.)

**MOST IMPORTANTLY...**Pray over each book, that God will watch over His Word and place it in the hands of those who need it.

## **ACTION STEPS FOR THIS CHAPTER**

-Copyright your book.

-Decide your publishing option:

-Commercial publishing?

-Secure a Christian literary agent.

-Study the Christian Writers Market Guide.

-Select publishers and submit your material according to their specifications.

-Write a query letter.

-Prepare a book proposal.

-Select sample chapters to submit.

-Negotiate an agreement.

-Self-publishing?

-Secure an ISBN number for your book.

-Select a print-on-demand publishing company.

-Prepare and submit your materials according to their guidelines.

-Make a written plan to promote and distribute your book through:

-Sales.

-The Internet.

-Amazon.com.

-Ministry events.

-Contact lists.

-Social media.

-Apps.

-Technology: Flash drives, SD cards, CDs, etc.

-Audio version.

-Translations into other languages.

-Articles for magazines/newspapers.

-Paid advertisements.

**MOST IMPORTANTLY...**Pray over each book, that God will watch over His Word and place it in the hands of those who need it.



## EPILOGUE IT'S IN YOUR HANDS

You have the Word of God at your fingertips and the inspiration of the Holy Spirit in your heart and mind. You have a call and mandate from God to write. Through this study, you now have practical guidelines for preparing your message to reach the world and, by so doing, creating an enduring spiritual legacy. The next step is yours. It is in your hands....



### **ACTION STEPS FOR THIS CHAPTER**

*"So here's what I think: The best thing you can do right now is to finish what you started...and not let those good intentions grow stale. Your heart's been in the right place all along. You've got what it takes to finish it up, so go to it." (2 Corinthians 8:10,MSG)*

**Let us know if this book helped you accomplish your writing and publishing goals.**

**Contact us through our website:**

**<http://www.harvestime.org>**

**Click on the "Contact" tab in the menu.**



# APPENDIX I TEMPLATES

A template is a format or pattern to follow. This appendix provides book and chapter templates.

## BOOK TEMPLATE

Use this template to set up the structure of your book. This is the normal sequence for the content of a book.

Front cover.

Title page.

Copyright information.

Dedication (optional--not required).

Acknowledgements (optional--not required).

Forward or preface (optional--not required).

Table of Contents: Chapter titles and page numbers.

Introduction.

Chapters.

Conclusion.

Back Cover.

### **Appendices might include:**

Glossary of words difficult to understand.

Bibliography of resources used.

Index of page numbers for certain topics.

Author biography.

List of scriptural references used.

A list of additional books by the author.

Contact information for the author/ministry.

## **CHAPTER TEMPLATE**

### **-Each chapter in a Bible study book should include:**

- Chapter title.
- Objectives.
- Introduction--perhaps with a tie-in to the previous chapter to provide continuity.
- The content itself--with subheadings for major points.
- Application.
- Chapter conclusion: Perhaps with a \*hook to get them into the next chapter.
- A self-test, answers, or study guide.

### **-Each chapter in a testimony book, biography, or autobiography should include:**

- The chapter title.
- A hook to draw the reader into the chapter.
- Chapter content.
- Chapter conclusion: A hook to draw the reader into the following chapter.

\* A hook is a question or statement that will make the reader want to continue the book.

## **FRONT COVER TEMPLATE**

The front cover should include:

- A design that reflects the content of the book.
- The title of the book and perhaps a sub-title.
- The name of the author.

## **SPINE TEMPLATE**

The spine should include:

- The name of the book.
- The author of the book.

## **BACK COVER TEMPLATE**

The back cover should include:

- A brief synopsis of the book.
- Biographical information on the author.
- Information on the publisher.



## **APPENDIX TWO BASIC EDUCATIONAL CONCEPTS**

Basic educational concepts include the following:

-Learning proceeds best as the student associates new information with information he already knows. For example, Jesus used parables to link new information to things His hearers already understood such as sowing seeds, fishing, and farming.

-Learning depends on the perceived importance of the information. Do not just accumulate facts to fill the pages, but apply biblical truths so that the reader will perceive the value of what he is learning.

-Learning depends on the use of newly acquired information soon after it is acquired. This is why self-tests are important in Bible study and textbooks.

-Learning is increased when the student is informed promptly whether or not his use of new information is correct. Provide answers to the self-tests for prompt feedback.



## APPENDIX THREE PROOFREADERS' MARKS

Symbol	Meaning	Example
Ⓢ or Ⓣ or Ⓡ	Delete	take <del>it</del> out
Ⓒ	close up	print as <u>o</u> ne word
Ⓓ	delete and close up	<del>clo</del> se up
^ or > or ˆ	Caret	insert here <i>(something)</i>
#	insert a space	put one <sup>^</sup> here
eg#	space evenly	space <sup>^</sup> evenly <sup>^</sup> where <sup>^</sup> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	Transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u>l</u> far to the left
˘	set as ligature (such as )	encyclo <u>p</u> ædia
=	align horizontally	<u>align</u> ment
	align vertically	align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set <u>5 lbs.</u> as five pounds

<i>cap</i>	set in CAPITALS	set <u>nato</u> as NATO
<i>sm cap</i> or <i>s.c.</i>	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
<i>lc</i>	set in lowercase	set <del>South</del> as south
<i>ital</i>	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
<i>rom</i>	set in roman	set <u>mensch</u> as mensch
<i>bf</i>	set in <b>boldface</b>	set <del>important</del> as <b>important</b>
= or -/ or  or 	Hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or 	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or 	em (or long) dash	Now—at last!—we know.
✓	superscript or superior	 as in $\pi r^2$
^	subscript or inferior	 as in H <sub>2</sub> O
 or 	Centered	 for a centered dot in $p \cdot q$
	Comma	
	Apostrophe	
	Period	
;	Semicolon	
:	Colon	
 or 	quotation marks	
(/)	Parentheses	
[/]	Brackets	
OK/?	query to author: has this been set as intended?	
 or 	push down a work-up	an unintended  mark

①	turn over an inverted letter	inve <u>it</u> ed
wf <sup>1</sup>	wrong font	wrong si <u>z</u> e or styl <u>e</u>