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## **Book Recording Plan for Non-Children's Books**

It is a good idea to get portions of your script ready before you get into the recording studio.

Print or save a copy of the Book Recording Plan (BRP) to plan out how you will record each section (sample completed BRP).

Add rows and modify the document as you need. Book sections will likely include:

- Title
- About this Digital Book
- Publishing Information
- Dedication
- Acknowledgements
- Epigraph (standalone quote before the book begins)
- Introduction
- Chapters
- Afterward
- About the Author

The way you divide the tracks will depend on the book. Generally, except for the two tracks (Title & About this Digital Book), the sections or tracks will follow the table of contents.

Please do not include spaces, punctuation, or special characters in your file names (e.g. write 01\_Uncle\_Toms\_Cabin even though Tom's should include an apostrophe). You can use underscores (\_) or hyphens (-) between file name elements.

## What to Read

1. For the first track, you will read the title, author's name, the author's last name spelled out, publisher and (optionally) "Read by", followed by, "month, year". For example:

Tribes by Arthur Slade. S-L-A-D-E. Published by HarperCollins. Read by David Van Der Molen in February, 2015.

Save this track as "01 Tribes".

- 2. NNELS will provide the second track ("02\_About\_this\_digital\_book").
- 3. For the publication information, please read everything as printed except the Library of Congress Cataloguing Data. If in doubt about what to read, ask NNELS. Save the track as "## Publishing Information" with the ## parking this track wherever it fits.
- 4. The rest of the sections should be based on the book itself. Each section should begin with the name of the section followed by the content. For example, "Dedication. To Michael, with love."

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