



# HOW TO WRITE A BOOK IN 90 DAYS OR LESS

WITH DR. PAULA FELLINGHAM

## Module 2

1. Part of your homework was to **decide on the message of your book and to be prepared with your FIRST DRAFT of chapters.** Please do this before you begin this module.
2. **If you haven't received feedback from many people outside your family, you should do so this week, and as you move through the book creation process.** Find a circle of friends and acquaintances – invite people with book expertise who agree to comment on your choices as you move along. This CAN be very helpful when done right. You need to know, of course, that others' opinions should be considered, but that YOU make all final decisions and you should go with the deep feelings of your heart and not be swayed by every different opinion and suggestion.
3. **Go online to Google.com and research your subject. Type in your subject. Search the keywords of your message. Discover exactly what has been done in your area of expertise.** What books and articles have been written? You need to become an EXPERT on your subject. The way to do that is to read, read, read, learn, ask questions, ponder, create, review, get others' opinions, write, write, write, continually evaluate, refine, edit, edit, edit. Being an expert (authors should be experts) is a never-ending adventure because there is always more to learn, and as you learn more you'll continually improve and grow.
4. **As mentioned in the materials you received, the best way to organize your book is to get a manila folder for each one of the chapters. You should label them with the chapter name even if the chapter titles change later.**
5. **Begin filling each folder with quotes, your thoughts, all information and ideas from your research.** This is the time for information gathering. It isn't the time to sift and edit. Simply gather stories, poems, quotes, thoughts, etc. Include in the folders anything relevant that you believe might be interesting to your readers.



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Caution: When you use quotes from other experts, you should ALWAYS record the sources so you can give credit to the author. THIS IS VERY IMPORTANT. You must understand the importance of recording, word-for-word, any facts or words from other sources that you'll include in your book. You CANNOT use other people's material without their permission, and without quoting them exactly and giving them credit in your book. For now, you shouldn't worry about getting permission. We'll get that later. For now, you shouldn't worry about WHERE in the book you'll give credit. **You simply need to record each word correctly and keep a CAREFUL record of:**

- **The name of the person you are quoting**
- **The book, magazine, newspaper, online URL, etc. from which you obtained information.**
- **If applicable: the date of the publication; the publisher of the publication**
- **The page where the information was found**

### **Using Case Histories, Anecdotal Stories, and Quotations**

Case histories and anecdotal stories illustrate important ideas with accounts of people who are just like the reader. They are short accounts of ordinary people that dramatize the theme or ideas in your book.

When using these stories, be sure to **give names** to the people in your stories. This is the rule unless you choose to use anecdotes involving actual individuals. Not only should you alter their actual names, but also where they are from and perhaps their ethnic backgrounds.

### **How to Attribute Quotes**

If your quote is in the body of your chapter, you may just identify the author and the book, publication, or specific article title. Example: "According to Dr, Mary Smith, of Miskove University Medical School, writing in *Cosmopolitan*" or "Try a more informal approach, suggests John Tracy, head of the Boston Clinic of Medicine."

Forget listing volume numbers, page references, publishers, etc., which belong in a bibliography section at the back of the book.



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## Permission to Quote

You don't need permission to quote brief passages from books, articles, songs and poems. This is known legally as the rules of "fair use." Fair use means that it's o.k. to quote a few lines or even a paragraph or two to make a point-but don't abuse the privilege. You definitely need permission to reproduce the following:

- Anything that is complete and copyrightable in and of itself such as a map, chart, short poem, cartoon strip, etc.
  - More than one line of a poem or popular song.
  - More than three paragraphs in succession.
  - Any material from a single article or book quoted more than half a dozen or more times.
6. **Use the Internet for research, but NOT FOR CONTENT**, unless it is very well written and substantiated with research. There are too many things poorly written on the Internet – without substantiation – and people question authors who use too many Internet sources (for the reasons explained above).
7. When explaining your principles, **include examples from your life and the lives of others**. You can include comments and stories you hear – ideas you have – thoughts from random events, etc. All presenters and authors discover that when they're creating something to share with others, they see all of life through the eyes of a writer. Nearly every situation becomes a potential story or example for their presentation or book. Writers and speakers look for ways to turn life experiences into lessons they can share with their audiences or readers.

At this point don't worry about details – **you are gathering information for your presentation**. Later you'll work on the format, grammar, and refining elements.

8. You should be using positive, self-talk to keep you focused and encouraged daily. For decades research has proven that doing this is a powerful step toward goal achievement. Writing positive affirmations, repeating them frequently, and believing them sincerely will make a powerful, positive difference in your life.

**Write the following examples on 3-by-5 cards and put them next to your computer, in your car, or wherever you look regularly, and repeat them at least once daily.**

- "Writing is becoming easier and easier for me every day."
- "I'm excited about sharing my message with others, and I know that my book will bless many people's lives."



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- “My challenges are opportunities to grow.”
- “I love who I am today, and tomorrow I’ll be even better!”
- Add some personal affirmations of your own, like, “Each day I’m becoming more patient and loving.”



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