



Checklist 4: Book Publishing

Project Name: _____

Date: _____

Yes No

Pre-Publishing Checklist:

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | Have you added a Table of Contents to your book? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Have you added a Copyright page to your book? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Have you added a testimonial, endorsement section? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Have you added an "About the Author" section? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Have you added a "Your Next Steps" section? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Have you added your ISBN to your copyright page? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Have you run a final proof check on your manuscript? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Have you run a final proof check on your book cover? | <input type="checkbox"/> | <input type="checkbox"/> |

Print Book Checklist:

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | If you create a PDF file for uploading, all fonts must be printable and embedded. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Pages are sized to match the Book size and are in the same orientation (portrait or landscape) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Front matter (Title Page, Copyright, Acknowledgment, Table of Contents, etc.) included in file | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Images sized properly and inserted at 300dpi resolution | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Margins, header/footer, and gutter are properly set | <input type="checkbox"/> | <input type="checkbox"/> |

Notes



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Ebook Checklist:

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | Word Files: Remove headers/footer/page numbering | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Heading 1, Heading 2, Heading 3, are used to indicate titles, chapters, and sub sections. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Heading 1 is used for Title (which must appear on the first line of the first page) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | All heading styles are used sequentially (1, 2, 3) in the document | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | All other text is in Normal Style | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Automatic formatting turned off, and all automatically created elements removed or added manually (Such as lists or numbering) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Images sized approximately 500 x 500 pixels, at 72dpi resolution, and inserted "in line" | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | No text boxes or Borders. | <input type="checkbox"/> | <input type="checkbox"/> |

Publishing Checklist:

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | Do you have your book manuscript in a print ready PDF file? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Do you have your book cover in a print ready PDF file? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Are you publishing your book on Amazon? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Are you publishing your book on Kindle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Are you publishing your book on Nook? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Are you publishing your book on LULU? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Are you publishing your book on Apple Books? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Do you have your book title, subtitle and description, testimonials and | <input type="checkbox"/> | <input type="checkbox"/> |

Notes



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Helping You Get Your Book Done!

Checklist 4: Book Publishing

your bio in a separate document for ease of access?

When it comes to publishing your book at a bare minimum we recommend you publish on Amazon (via Createspace or Kindle Direct Publishing (KDP)) in both paperback and Kindle formats. You may also want to publish on the other distribution sites to reach more audiences.

Notes