MATT BACAK'S CHECKLIST

Checklist 4: Book Publishing

Project Name: _____   Date: _____

		Yes	No
		Yes	*No*

Pre-Publishing Checklist:

1   Have you added a Table of Contents to your book?   ☐ ☐

2   Have you added a Copyright page to your book?   ☐ ☐

3   Have you added a testimonial, endorsement section?   ☐ ☐

4   Have you added an "About the Author" section?   ☐ ☐

5   Have you added a "Your Next Steps" section"   ☐ ☐

6   Have you added your ISBN to your copyright page?   ☐ ☐

7   Have you run a final proof check on your manuscript?   ☐ ☐

8   Have you run a final proof check on your book cover?   ☐ ☐

Notes
_____

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Checklist 4: Book Publishing

Print Book Checklist:

1 If you create a PDF file for uploading, all fonts must be printable and embedded.

2 Pages are sized to match the Book size and are in the same orientation (portrait or landscape)

3 Front matter (Title Page, Copyright, Acknowledgment, Table of Contents, etc.) included in file

4 Images sized properly and inserted at 300dpi resolution

5 Margins, header/footer, and gutter are properly set

Ebook Checklist:

1 Word Files: Remove headers/footer/page numbering

2 Heading 1, Heading 2, Heading 3, are used to indicate titles, chapters, and sub sections.

3 Heading 1 is used for Title (which must appear on the first line of the first page)

Notes

Checklist 4: Book Publishing

4   All heading styles are used sequentially (1, 2. 3) in the document

5   All other text is in Normal Style

6   Automatic formatting turned off, and all automatically created elements removed or added manually (Such as lists or numbering)

7   Images sized approximately 500 x 500 pixels, at 72dpi resolution, and inserted "in line"

8   No text boxes or Borders.

Publishing Checklist:

1   Have you your book manuscript in a print ready PDF file?

2   Have you your book cover in a print ready PDF file?

3   Are you publishing your book on Amazon?

4   Are you publishing your book on Kindle?

Notes

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5   Are you publishing your book on Nook?

6   Are you publishing your book on LULU?

7   Are you publishing your book on Apple Books?

8   Have you your book title, subtitle and description, testimonials and 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