

Book Production Checklist

Book Title:

Book Subtitle/Series:

Publication Date:

1. Manuscript

First Draft
Second Draft
Beta Readers
Third Draft
Professional Editor
Final Draft

2. Blurb

First Draft
Second Draft

3. ISBN

Print
eBook (if applicable)
Audio (if applicable)

4. Cover Design

Cover analysis submitted
eBook .jpg file
Paperback full cover .jpg

5. ePub & mobi formats

Page settings
Formatting
Front Matter
Back Matter
Images
Table of Contents
Compile

6. Print format PDF

Page settings
Formatting
Front Matter
Back Matter
Images
Table of Contents
Compile

7. eBook Publishing

Keywords & Categories

8. Print Publishing