Book Design Checklist

Cover options

☐ Hard Cover ☐ Dust Jacket   Cover:
☐ Paperback ☐ French Flaps   Glossy or Matte Finish

Size

Book size: _____
(5x8" up to 12x12")
Breaking point between small and large book:
(8 x 10"+ is considered a large book)

Paper stock

☐ 60 lb cream or white uncoated for B/W
☐ 80 lb white coated for color/graphics or
   heavy ink coverage and rich blacks

eBook

☐ now ☐ later

Customization

☐ Title ideas _____
☐ Text only ☐ Text with illustrations
☐ Text with photos
☐ Illustrations/photos (needed or provided?)
   Number of B/W photos _____
   Number of color photos _____
☐ Design references submitted by client
☐ Cover design and font preferences
☐ Intended audience_____
☐ Color preferences _____
☐ Title page, Acknowledgements, Table of Contents
   (TOC), Chapter Heads, Author Bios, Index
☐ Word Count: _____
   (avg. 425 words per 6x9" page)
☐ Do you have quotes/testimonials for back cover?
☐ Do you need an author's photo?
☐ Do you need photo retouching or scanning?

Production Checklist

Before submitting manuscript

☐ Your final manuscript has been professionally copy
   edited and proofread prior to submission
   (Ask for a referral if needed)

☐ Check your manuscript for:

   ☐ Only one space after periods
      and punctuation
   ☐ All tabs and unnecessary formatting removed
   ☐ Table of contents prepared
   ☐ Index (where applicable) prepared
   ☐ Photo credits (where applicable) prepared
   ☐ Smart quotes turned on
   ☐ Even numbered pages are on left, odd numbered
      pages are on right

☐ Final manuscript to be submitted as single Word
   document, with all content in proper sequential order.
   Include PDF for eBook

☐ Photo requirements: 300 ppi at print size (color) 600
   ppi (B/W), 35K JPGS for eBooks. Identify photos with
   Chapter #_Photo 1, etc.

Submitting manuscript and graphics

☐ Manuscript and graphics may be transmitted via email
   (up to 15 MB), WeTransfer.com (no charge up to 2
   GB) or flash drive.

Requested Production Deadline:

_____

Marketing

☐ Do you need promotional materials, such as
   bookmarks, flyers, website or blog design?