

Book Preparation Checklist

01 Define the book

Identify the intended reader. State the purpose in one sentence. Confirm the working title and book type.

02 Finish the manuscript

Confirm the chapter order. Resolve missing sections. Complete the agreed editing and proofreading stages.

03 Gather the materials

Prepare the author name, acknowledgements, image permissions, captions and any other front or back matter.

04 Plan the formats

Choose print, ebook or both. Confirm the intended publishing platform and discuss layout requirements with your designer.

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05 Prepare the cover

Finalise the title and subtitle. Supply the author name, blurb and approved artwork.
Confirm print specifications before preparing a wrap.

06 Review the files

Check headings, page sequence, images and links. Review a print proof or ebook preview as appropriate.

07 Plan the introduction

Prepare the description, author bio, sample images and launch materials. Review publishing details before release.

08 Your next step

Which task matters most now? Write one clear action and a realistic date.
