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| **TASK CHECKLIST FOR YOUR BOOK SECTION 2**Who’s Your Reader?Finalize author/pen name, address & contact information. |
| Book Title, Subtitle finalization |
| ISBN procurement |
| Create Author Bio |
| Set up author website & social media accounts |
| Prerequisite Track |
|  |
| Editor Selection Process |
| Developmental editing |
| Author Developmental Corrections |
| Copyediting |
| Author corrections |
| Copyeditor Corrections 2 |
| Copyeditor / Author review & sign off |
| Editorial Track |
|  |
| Select & Submit ideas to designer |
| Designer submits concepts |
| Author review & respond |
| Designer submits 2nd round |
| Author review & respond |
| Final cover design Selected |
| Author create & submit final jacket copy |
| Lay out jacket front, back, Spine flaps |
| Review and correct |
| Final eBook and/or Print cover |
| Cover Track |
|  |
| Select & Submit sample chapters to designer |
| Designer submits layout concepts |
| Author review & respond to designs |
| Designer submits 2nd round design concepts |
| Author review & selects final design |
| Book interior layout |
| 1st page proofs (First draft) |
| Proofreading |
| Corrections by designer |
| 2nd page proofs (2nd Draft) |
| Final proofread |
| Final corrections by designer |
| Interior Track |
|  |
| Print Vendor selection & Setup |
| Final spine width calculation |
| Pre-Production Cover adjsuted to spine and finalized |
| Submit jacket & interior PDFs |
| Printer's proofs production and shipping |
| Review proofs & correct |
| Submit final print files for release / approve ditial proof |
| Print Book Production Track |
|  |
| eBook Vendor Selection & Setup |
| Upload Finished eBook Files to vendor |
| eBook files 1st proof review (1st Draft) |
| Review & correct |
| Submit final eBook files for release |
| eBook Production Track |
|  |
| ARC Vendor Selection & Setup |
| ARC production |
| Mail ARCs to reviewers and for testimonials |
| Add Book Preview to Author Website |
| Add Launch Announcement to Author Website & Social Media |
| Produce Media Kit & Add to author website |
| Compile Testimonials and Reviews on Author Web Page |
| Check Book Store Websites for Title and Description Issues |