

What You'll Need to Publish

AUTHOR CHECKLIST

Use this checklist to gather the information, files, and decisions that may be needed as your book moves into professional publishing. You do not need to have every item finalized before contacting DBHH Publishing - this is simply a guide to help you prepare.

1. Your Manuscript

☐ Your most current manuscript file
☐ A clear working title and any subtitle you plan to use
☐ Chapter titles and final chapter order
☐ Special sections such as a foreword, introduction, acknowledgments, appendix, or resources
☐ Tables, charts, worksheets, photographs, or other interior content that belongs in the book

2. Author Information

☐ Your name exactly as you want it printed on the book
☐ Author bio
☐ Professional headshot or author photo, if one will be used
☐ Website and/or professional contact information you want associated with the book
☐ Credentials, ministry role, business title, or other author information relevant to the publication

3. Book Details

☐ A clear description of what the book is about
☐ The primary reader or audience for the book
☐ The main benefit, message, or transformation you want readers to receive
☐ Preferred book size or format, if you already have one in mind
☐ Comparable books, design references, or visual direction that may help communicate your vision

4. Cover & Design Materials

☐ Cover concept, theme, or design preferences
☐ Author photo or other approved images you want considered for the cover
☐ Back-cover copy, endorsements, or testimonials you want included, if available
☐ Logos or brand elements that should appear in the book
☐ High-resolution versions of images supplied for professional production

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5. Publishing & ISBN Decisions

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| ☐ Decide whether you will use a free platform-provided ISBN or purchase/own your ISBN |
| ☐ Confirm the author/publisher name that should appear in the book's publishing information |
| ☐ Identify the primary format you plan to publish first: paperback, hardcover, or eBook |
| ☐ Consider whether you want distribution beyond Amazon |
| ☐ Gather ISBNs or publishing information from a previous edition if the book has already been published |

6. Publishing Account Information

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| ☐ An Amazon KDP account in the author's or publisher's control, when Amazon publishing is part of the project |
| ☐ An IngramSpark account, when expanded distribution is part of the project |
| ☐ Current payment and tax information entered directly into your publishing accounts as required by the platform |
| ☐ Access to any existing publishing account connected to a previously published edition |

7. Before Final Approval

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| ☐ Review the final edited manuscript carefully |
| ☐ Review the formatted interior and confirm page content and order |
| ☐ Review the full cover, including spine and back cover where applicable |
| ☐ Confirm author name, title, subtitle, ISBN, pricing, and book description |
| ☐ Approve proof copies or digital proofs before publication |
| ☐ Keep copies of your final manuscript, cover, and print-ready files for your records |

You do not have to figure everything out alone.

DBHH Publishing can help you identify what is already in place, what still needs to be prepared, and the appropriate next step for your project.