Author Publishing Readiness Kit

01 Publishing readiness

Use these sheets to prepare a clear next step for your book. Work on the parts relevant to your stage. Write Unknown or Not applicable when needed, and carry unresolved questions into the decision log. This is a planning aid; it does not certify that a book is ready for publication.

Project or working title	Checked on

The intended reader and the book's purpose are clear.	Choose status
The current manuscript version and next editorial task are recorded.	Choose status
The planned editions, formats and publishing route are recorded.	Choose status
Ownership, permissions and any questions needing advice are recorded.	Choose status
Any paid work has a written brief and acceptance criteria.	Choose status
Final file, proof and reader link checks have an owner.	Choose status
The budget, next decision and review date are realistic.	Choose status

What needs attention first

Next action and owner	Due date or review date

02 Book and project brief

Describe the book as it stands today. A concise brief helps an editor, designer or other supplier understand the work you need. Update it when the scope changes.

Working title

Author or project owner

Contact details if sharing this brief

Current stage

Planned formats and editions

Intended reader and what the book offers them

Short book or project summary

Manuscript filename or version

Approximate word count if relevant

The next task and the outcome needed

Main constraint or open question

Decision owner and next review date

03 Edition metadata worksheet

Use a separate copy for each edition and format. Keep a record of the value, the source and the date checked. Confirm current requirements with the relevant publisher, supplier or platform before release.

Title

Subtitle if used

Planned publication date

Author and other contributor credits

Publisher or imprint name

Language

Edition and format

ISBN or other identifier if used

Intended audience

Categories to verify

Search terms or keywords to verify

Book description or blurb

Price and currency

Source and date checked

Final file names and versions

Accessibility needs and checks

Approved by

Approval date or next action

04 Supplier brief Part 1

Send the same brief when requesting comparable quotations. Agree changes in writing. Keep your publication and spending decisions with the named approval owner.

Project and brief version

Task or service requested

Deliverables and required file formats

Work included and work excluded

How the deliverables will be checked and accepted

Revision rounds and what they cover

Editable source files and handover

Permissions, ownership or usage questions to resolve

Target dates and dependencies

Budget range and currency if shared

Payment milestones to agree

Approval owner

Questions that must be answered before work starts

04 Quotation comparison Part 2

Compare the same brief and deliverables. Record the supplier's stated currency, tax treatment and payment terms. A lower price may cover less work; resolve differences before choosing.

Project and brief version

Comparison date

Compare the same brief	Quotation A	Quotation B
Supplier and contact		
Deliverables and scope		
Exclusions		
Revision rounds		
Source file handover		
Dates and dependencies		
Currency and tax treatment		
Total quoted price		
Payment milestones		
Acceptance criteria		
Rights or usage terms		

Preferred option and reason or questions to resolve

Next action and owner

Due date or review date

05 Launch and reader path

Choose the edition and the reader action you want to test. Tick each completed check after testing it. Leave unfinished checks blank and record the next action below.

Project and edition

Planned launch or review date

- [ ] The cover and description identify the same book and edition.
- [ ] Retailer or download links reach the correct destination.
- [ ] The main reader action is clear on a phone and on a desktop.
- [ ] The purchase, download or enquiry step explains what happens next.
- [ ] The files have received the planned accessibility and display checks.
- [ ] A named person has approved the final files and public information.

Primary reader destination or link

Additional reader paths to check

Channel or page	Destination or link	Owner and status

Open issues and the next action needed

Check owner

Next review date

06 Budget and payment plan Part 1

Use one currency per sheet. Keep estimates, quotations, commitments and payments separate. Record taxes and fees as stated by each supplier. Check totals before committing; the fields do not calculate automatically.

Project and budget version

Currency and overall budget

Cost item	Estimated	Quoted	Committed	Paid

Estimated total

Quoted total

Committed total

Paid total

Tax, fees and other assumptions

Contingency allowance and reason

Next payment and due date

Funding or payment plan and any affordability concern

Budget owner

Next review date

06 Decision log Part 2

Work on the few decisions that matter next. Record the evidence, your reason and who will act. Unknown is a useful starting point when it leads to a named next action.

Project

Log updated on

Decision 1

Question or decision needed

Options, evidence and reason

Next action and owner

Due date, status and review date

Decision 2

Question or decision needed

Options, evidence and reason

Next action and owner

Due date, status and review date

Decision 3

Question or decision needed

Options, evidence and reason

Next action and owner

Due date, status and review date