

5-Minute Self-Publishing Checklist for New Authors

Manuscript Details

Book title: _____

Subtitle: _____

Author name: _____

Contributors (if any): _____

Edition: _____

ISBN / ASIN: _____

Manuscript file name: _____

Metadata & Keywords

Categories (3): _____

Search keywords (7): _____

Book description: _____

Primary audience / age range: _____

Cover & Formatting

Cover file name: _____

Dimensions & resolution: _____

Kindle Previewer checked: ☐ Yes / ☐ No

Manuscript formatting verified: ☐ Yes / ☐ No

Pricing & Royalties

Selling price: _____

Royalty option: _____

KDP Select enrollment: ☐ Yes / ☐ No

Series / edition noted (if applicable): _____

Final Proofing Notes

Read-aloud check completed: ☐ Yes / ☐ No

Spellcheck completed: ☐ Yes / ☐ No

Formatting & chapter breaks verified: ☐ Yes / ☐ No

Launch & Marketing Notes

Social media posts scheduled: ☐ Yes / ☐ No

Newsletter announcement ready: ☐ Yes / ☐ No

Website updated with book info: ☐ Yes / ☐ No

Promotional notes / special launch plans: _____