



# Christian Indie Publishing Association

## Checklist for Publishing a Professional-Looking Book

This checklist provides CIPA Members a guide to ensure that a manuscript and cover design fit industry standards for publishing in print format. This list does not address content (writing style, grammatical or spelling issues, or editorial needs), but provides a checklist for professional appearance of a book for the cover and interior matter. **Note:** Interior matter should be placed in the order listed. \* items are optional.

### BOOK COVER

#### Front Cover:

- Title
  - Legible across the room
  - Legible in thumbnail sketch
- Subtitle or teaser
- Author
- Illustrator (if children's book)
- "Foreword by" or endorsement quote

#### Spine:

- Title
- Subtitle (optional)
- Author name
- Publisher name / logo

#### Back Cover:

- Blurb about the book
- One to three pull quotes from endorsements
- Condensed author bio
- EAN Barcode (with 13-digit ISBN purchased at [www.myidentifiers.com](http://www.myidentifiers.com))
- Retail price
- BISAC code (list at <http://bisg.org/page/BISACEdition>)
- Publisher name (with or without logo)

### INTERIOR

#### Front Matter:

- Endorsements Page\* (dedicated page)
- Half-title Page\* (dedicated)
  - Title and subtitle
  - Font matches cover fonts
- Title Page
  - Title
  - Subtitle
  - Author (or editor, if anthology)
  - Illustrator (when applicable)
  - Publisher Name
  - Publisher Location
  - Font matches cover font
  - On right-hand side
- Copyright Page
  - Declaration of Copyright – date and holder  
[@ year, author name(s)]
  - Reservation of Rights or copyright notice regarding no reprinting allowed without permission
  - Name and Address of Publisher
  - Title of Book
  - Name of author(s)

- Copyright Page (cont.)
  - ISBN (can include ISBN for both print and eBook edition)
  - LCCN or CIP Number (PCN – preassigned control number from [www.loc.gov/publish/pcn](http://www.loc.gov/publish/pcn))
  - Other credits for design, editing, illustrator, and cover photo or art
  - Publisher Notes
  - Copyright acknowledgements such as permission for citation of Bible translations used in text
  - Disclaimer
  - Country of Printing
  - Edition Number stated
  - Typically placed on backside of Title page
- Dedication Page\*
  - Typically granted a page unto itself
- Table of Contents (if applicable)
  - Mostly used in nonfiction books and generally kept to two pages
- Foreword\*
- Preface / Acknowledgements\*
- Introduction\*

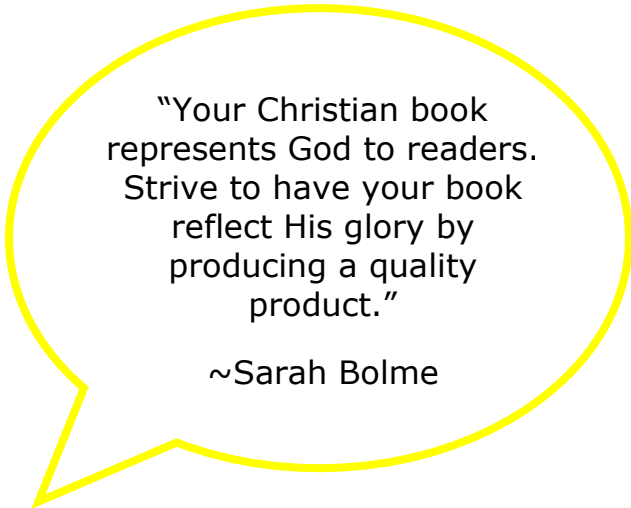
**Body:**

- Running heads or Running feet
  - Consistent throughout
  - Nonfiction books: left-hand page has title or book or section title, right-hand page has chapter title
  - Fiction books: title on one side, author on other

- Page numbers included
- Chapter starts
  - Right-hand side
  - Stylized text or graphics
- Margins
  - At least 0.5 inches on all edges (watch the gutter)

**Back Matter:**

- Appendix\*
  - Resources
  - Further reading
- Glossary\*
- Bibliography / Notes\*
- Index\*
- Study guide / Discussion questions\*
- Expanded author bio
- Connect with readers
  - Request reviews and feedback
  - Invitation to connect on social media
- Promotion of other or upcoming books



Front matter is any content that comes before a book’s first chapter. Back matter is any content that comes after a book’s final chapter. The body is the main content of the book.

**Disclaimer:** This list is not exhaustive. It covers the main sections and pages to be included in a professional-looking printed book.

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