**Book Publishing Checklist**

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| --- | --- | --- |
| **Task** | **Dates** | **Notes – Links – Conclusions** |
| Edit 3 times | 8/24/22 |  |
| Send Edit to copy editor | 8/25/22 |  |
| Edit copy-edited MS | 9/5/22 |  |
| Cover |  |  |
| Register ISBN/Copyright |  |  |
| Double check TOC |  |  |
| Back matter |  |  |
| Front matter |  |  |
| Dedication |  |  |
| Back book blurb |  |  |
| Keywords |  |  |
| Categories |  |  |
| Long description |  |  |
| Short description |  |  |
| Publish to Ingram Spark and D2D |  |  |
| Create Sell Sheet |  |  |
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