

Hoot Books Publishing Checklist

The title page and copyright page are always pages 1 and 2 of a book.

I would also like the following included in my interior files:

- Dedication
- Acknowledgments
- Table of Contents
- Bibliography (only needed if referencing other work)
- Photos or illustrations
- About the author bio and photo (to be provided to publisher)

I will prepare the following for the publisher to create the book:

- The manuscript in one continuous Word document.
- 7 key words or phrases to describe your book for readers searching a topic
- Blurb (description) for the back cover
- Cover design ideas
- Possible price for your print book/ebook.
- Reading level or audience
- Your invoice will be sent by email, but you can pay with card or by check
- Email address and cell phone # for correspondence throughout the process

I will complete the set up and send that info to the publisher:

Go to kdp.amazon.com or lulu.com. Create a new account. Put in your email and create a password for this account. Complete the necessary tax information they require for any royalties you might receive or to order author copies of your book. If you need help to set up your account, you can make an appointment to be at my office and I will help you do that for the additional fee of \$20. If you feel comfortable with uploading your files, I can send the pdf of your book and cover to you to do that.

**Thank You So Much For Choosing
Your “OWL” in one book publisher,
Hoot Books Publishing/Victoria Fletcher**