Checklist for eBooks and printed Books

The following checklist should be used for the publication of eBooks and printed books. If you can answer all questions with „Yes", you should be able to publish your book. **Please consult the document "Important notes on Publishing" when you edit your book. This document is available in our download section.**

Please put **a lot of time** into reviewing your book. Correcting minor imperfections is time consuming and costly.

Page Numbers:
- [ ] The first pages (normally the first 6 pages) may not include any page numbers (e.g. on the half title or the table of contents). Does the first page number appear on the first page of your book's main text?
- [ ] Are the page numbers on the "left" pages even numbers and the page numbers on the "right" odd numbers?
- [ ] Are there no page numbers on the last, blank pages?

Imprint:
- [ ] Does your imprint, which is normally located on page 4, contain the right ISBN; the one you have received during the book creation process?
- [ ] Does your imprint include your real name or your pseudonym?

Table of Contents:
- [ ] If you included a table of contents, did you compare the page numbers of the table of contents to the page numbers of the actual text? Do they match?

Size of Document:
- [ ] Does your document have the same size you chose during the book creation process (e.g 5.0 in x 8.0 in)?

Photos/Graphics/Images:
- [ ] Do your photos/graphics/images etc. have a resolution of at least 300 dpi?
- [ ] Are the photos/graphics/images that you used in the body of the book positioned within the margins of the style sheet and do not extend past them?

The use of photos/graphics/images etc. on the cover is recommended. Using photos/graphics/images will make your book appear more appealing.

Margins:
- [ ] Are your top page margins set between 0.6 to 0.8 in?
- [ ] Are your bottom page margins set between 0.8 to 1 in?
- [ ] Are your inside page margins at least 0.07 in wide?
- [ ] Are your outside page margins at least 0.06 in wide?
- [ ] Are the pages defined as "Mirrored"?

Initials:
- [ ] If you used initials (decorative, capital letters at the beginning of a chapter), do they have the same height, e.g. are they given on three lines?

Chapters:
- [ ] Did you divide your book into chapters? Books that include many pages are more convenient to read if they are divided into chapters or sections.

Page Breaks:
- [ ] Do your chapters begin on a new page?
- [ ] Did you check whether each page break is displayed correctly?

Line Spacing:
- [ ] Did you single space your document (exception: children's books)?

Font Size:
- [ ] Is the used size font of the running text set between 10pt to 12pt? (excluding headlines)
- [ ] Are all heading levels sized consistently?

Font:
- [ ] Are you using a font that is legible and is suited for printing? We recommend to use the following fonts
Times New Roman   Arial   Verdana
Book Antiqua   Courier   Modern
Palatino   Tahoma   Calibri
Franklin Gothic   Garamond

Font Embedding:
- [ ] Are all fonts embedded?

For further details, refer to the document „Important notes on publishing".

Spelling:
- [ ] Did you run the spell checker for your document one final time?

Hyphenation:
Enable automatic hyphenation. For further details concerning syllable division and error prevention refer to the document „Important notes on publishing".
- [ ] Are all hyphenations depicted as you expected?
- [ ] If you hyphenated words in your text manually, are they depicted correctly (search the document by searching for "-")? Please use the key combination "Ctrl " + "-" for manually set hyphens.

Indentation:
- [ ] Are all paragraph beginnings indented and do all indentations align? (The recommended indention is 0.2 in)

Preview:
Does the preview of your document look the way you want it to look when it is published?

We hope you enjoy publishing at tredition and wish you best of luck for your book!