On the following pages you will find a list of items to consider. We don't need your checklist back, but to publish your book, we *will* need the following, so the sooner you can think about these, the better! However, we're happy to work with you and advise along the way if you're not sure how you feel about some of these things:

1. A completed manuscript. Please don't deliver your manuscript if you haven't finished revising it

2. A cover. If we're creating your cover for you, no problem, but if you're doing it yourself or engaging a cover designer, then your files will need to meet our cover specs. Spine width for a print file cover can't be determined until after we've finished formatting your internals, so please make sure your designer is aware of this

3. We will need to know how you want your book to look:

   a. Will it be text only or are there images and/or tables or any fancy formatting?

   b. If it has any images, will they be in black and white or colour?

   c. What sort of fonts do you like? And what sort of headings do you like?

   d. Do you want your book printed on white paper or cream? White is usually chosen for reference and non-fiction while cream is usually chosen for fiction. However, if you are having coloured printing inside, then you will need to have white pages.

   e. What size would you like your book to be trimmed to? The most popular paperback size these days is 6 inches wide by 9 inches high. Most of the books we produce are in that size, but if you would prefer a different size, please let us know and we'll provide you with options

   f. Will your book be a paperback or a hardback?

   g. If it's a paperback, would you like a gloss cover or a matte cover? Gloss is better for children's books as it helps repel grubby marks that bit better!

   h. If you wish to have a hardback, will the cover be glued and laminated, or did you want a plain cover with a full cover dust jacket?

4. Will you be publishing under your own name or under a pseudonym?

5. Do you wish to have your year of birth showing on the book's imprint (copyright) page? This is not vital, but it can help to differentiate your book from other books by authors of the same or a similar name

6. A short synopsis *no longer than* 325 *characters* (not words) including spaces

7. A long synopsis *no longer than* 4,000 *characters* (not words) including spaces. Please note, this is not a target, like an essay, it's a maximum.

8. At least two BISAC categories, with a maximum of four

9. Up to ten keywords or keyword phrases

10. An author bio for the back of your book, and your IndieMosh author page

11. A headshot for your IndieMosh author page

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Item needed/Decisions to make	Further info	Your notes	✓
A completed manuscript. Please don't deliver your manuscript if you haven't finished revising it.			
Do you need structural editing? Structural editing looks at the big picture of your book, how it works, how it flows, language used, issues you need to consider etc. Have your structural edit done *before* signing up with us.	Choose a structural editor here		
Do you need line or copy editing? Copy or line editing is like a proofread *before* the book is laid out and looks at spelling, punctuation and grammar and any other issues the editor may see. Have your copy or line edit done *before* signing up with us.	Choose a copy editor here		
Do you need proofreading? Proofreading is the final read through just before the book goes to print and takes place *after* the book is formatted. We can format under a Combo package and then liaise with your proofreader for you. Sign up with us *before* getting your proofreading done.	Choose a proofreader here Choose a publishing package here		

Having items highlighted in black before you sign up for your publishing package will help prevent delays.

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	Item needed/Decisions to make	Further info	Your notes	✓
*	**A cover.** You will need a PDF for your PoD version and a JPEG for your ebook versions. We include a standard cover in our package prices. We also offer premium cover design or you may choose to use your own cover designer.	Choose a cover designer here		
*	PoD book decision: What size will the printed book be? The most popular print on demand size is 6 inches wide by 9 inches high.	The smallest paperback size *Ingram* can offer is 4 inches wide by 6 inches high. The smallest size *Amazon* can offer is 5.06 inches wide by 7.81 inches high. The largest paperback size both Ingram and Amazon offer is A4.		
	PoD book decision: White pages or cream? White is good for textbook style writing, while cream is good for fiction.	Cream pages are only available for books printed in black and white.		
	PoD book decision: Matte cover or laminated?	Laminated covers can curl a bit, especially in humid areas, but are easy to wipe clean. Matte covers have a slightly velvety feel.		
	Paperback or hardback? Dust jacket or self-laminated?	Only Ingram has a hardback option, and it's not applicable to all sizes. Please contact us to see if your preferred size is available in hardback.		
	PoD book decision: Do you know what fonts, font sizes and line spacing you would like?	These details can be finalised *after* the first draft is sent to you, but if you have any preferences, then the sooner we know, the easier and quicker it will be.		
	Ebook decision: If you're creating a book with illustrations, are you happy for it to be a reflowable ebook?	We don't currently support producing fixed layout ebooks due to inconsistencies between devices and the way they interpret the code.		

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Item needed/Decisions to make	Further info	Your notes	✓
Do you need an illustrator?	Choose an illustrator here		
Do you have any images you wish to include in your book? If taken from hard copy images (e.g. printed photos or drawings), these should be scanned at a *minimum* 300 dpi each. Images from the internet and some mobile phones are not always suitable for printing.	You may supply these as JPEG files on a USB or via upload to DropBox, OneDrive, Hightail etc. Your local printer should be able to scan for you.		
Do you need any copyright or privacy clearances? Just because something is on the internet doesn't mean that it's free for you to use in your book. Also, giving credit to someone for their quote or image isn't always enough.	For more information see the Copyright Agency here You do not have to supply clearances to us but we recommend that you keep them in hard copy and soft copy while your book is still in circulation.		
ISBNs (International Standard Book Numbers)	MoshPit Publishing ISBNs are included in your package price unless you prefer to supply your own.		
Barcodes We will supply barcodes for your print book so you shouldn't need to worry about this.	If you are using your own ISBNs, you *may* need to purchase a barcode for your print version. We can discuss this closer to the time.		
* Are you publishing under your name or a pseudonym? We will need to know both for legal reasons.	A pseudonym can make it hard to promote your book in face-to-face situations.		
* Do you want your birth year to show on the imprint page? E.g. Brown, Jemimah 1971–	Showing your birth year can help people differentiate you from other authors with the same name or pseudonym.		
* A short synopsis or description for ebook retailers who only show a small amount of text	*Absolute maximum 325 characters* (**not** words) *including spaces*. Please provide in Word or PDF.		

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	Item needed/Decisions to make	Further info	Your notes	✓
*	A long synopsis or description for all other retailers	*Absolute maximum 4,000 characters* (**not** words) *including spaces*. Please provide in Word or PDF. Please note, 4,000 characters is a limit, not a target!		
*	Up to four BISAC categories, in order of preference	Choose your categories here		
*	Up to ten keywords or keyword phrases Try to choose words or phrases that are accurate but that might attract a 'micro niche'. Don't choose misleading terms or Amazon may penalise you if you get reported. (e.g. don't use 'romance' if you've written something which is plainly erotica)	Maximum 25 characters including spaces per keyword phrase e.g. Sydney murder mystery, La Perouse murder, beach holiday romance, paleo exercise plan		
*	A bio of you, the writer (or your pseudonym), for your IndieMosh profile page, for online metadata and for inside your book, should you choose	This bio can also be included in the back of your book and should refer readers to your website, blog, Twitter handle, Facebook *business* page (not your personal page), YouTube channel etc. Please provide in Word or PDF.		
*	A head shot or avatar of you (or your pseudonym) for your IndieMosh profile pages	Please supply a high quality JPEG maximum 5MB in size.		
	Which package will you purchase? **Blue Combo** is for PoD books and ebooks where we do the layout/formatting **Coral Ebook Only** is where you don't require a PoD version	Choose your publishing package here		
	We need your bank account details so that we can pay your royalties.	We will supply you with a form for these details *after* you sign up.		

'PoD' = print on demand

Having items highlighted in black before you sign up for your publishing package will help prevent delays.