

## Publication Checklist

Check you have everything here, then proceed to the upload form, complete it, and we'll get started on publishing your work!

- The title of your book, and the title of any series it is part of
- A short description that will appear on searches, about 100 words
- A longer description that will be the blurb on the back of your book, 300-500 words
- A price you would like to set for your book  
(Default is US\$9.99 for ebook and US\$24.99 for print)
- Your author name or pen name, and an email we will use for your accounts
- Your manuscript as a .doc or .docx (Word) File (or images and text for a picture book)
- Your cover file, as a .jpg, .pdf, or .png. We can order your chosen cover for you at a small extra charge (\$50).
  - The best size for ebooks is at least 1600 x 2560 pixels
  - If you want a print book, NO TEXT OR IMAGES can be within 3mm of the edge of the cover. Your print book will be 5.5 x 8.5 (US Trade) size.
- A suggested Amazon category for your book (ie Epic Fantasy, Historical Fiction)
- A suggested age range for your book (adult, 10-12 years etc)
- A selected Draft2Digital formatting style (click the 'download format options' button to see your options)
- Two ISBNs. You can use your own, or we can provide them at no extra cost.
- A Paypal account identifier (email address) for receiving royalties
- Your Australian Tax File Number (or similar if you are not Australian)
- An author photo (.jpg, .png or .pdf)
- An author biography (about 250 words)

The American IRS requires the following Identity Documentation so you won't pay a full amount of withholding tax on your royalties.

*We will not ask you to upload this information, we will contact you directly so you can email it to us privately and securely once the contract is signed and you are legally protected. Your confidentiality is important to us.*

- A photo of your drivers license, passport, government or military ID
- A photo of you holding your ID
- Your date of birth, city of birth, country of birth, and country of citizenship