# Faith Author Launch Checklist

**FROM LIFE PUBLISHING**

You have a book God put on your heart. This checklist walks you from a finished manuscript to a published paperback and Kindle ebook, in the same order we use for Life Publishing books like *Fight Like A Lady* and *Peace Like a River*. Take it one box at a time. You can do this.

> **One rule to keep in front of you:** your title, subtitle and author name must match word for word on the cover, the title page, KDP and every format. That is how Amazon links your books and keeps them on one author page.

## 1 Manuscript ready

- ☐ Every chapter written, revised and read through start to finish.
- ☐ All tracked changes accepted or rejected and all comments deleted. Save a clean copy (BookTitle-FINAL-text.docx).
- ☐ Book folder set up: 01-manuscript, 02-interior, 03-cover, 04-kdp, 05-marketing.
- ☐ Formats chosen: a paperback plus a Kindle ebook for every book. (A write-in journal stays print only.)
- ☐ Every Scripture quote tagged with reference and translation, e.g. (John 3:16 NIV), then checked with the free Life Publishing Scripture Checker (lifepublishing.org/scripture-checker/). Copy its notices for your copyright page.
- ☐ Light proofread and copyedit with Chicago Manual of Style basics: one-page style sheet, Track Changes on, curly quotes, serial comma, consistent numbers, deity pronoun style, and Scripture references formatted the same way every time.
- ☐ Book details gathered: exact title and subtitle, author name, description (150 to 300 words), short bio of about 100 words, headshot, 7 keyword ideas, 3 category ideas, planned prices.

## 2 Interior specs: trim, margins, bleed

- ☐ Trim size chosen before you format. 6 x 9 in is the common U.S. size and KDP's default (*Beauty For Ashes*, *Peace Like a River*). 5.5 x 8.5 in feels personal for devotionals (*Fight Like A Lady*).
- ☐ Paper chosen: cream for text-heavy books, white for photos or graphics.
- ☐ Page size set to the trim size (not Word's 8.5 x 11), or use KDP's free Word template for your trim.
- ☐ Mirror margins on, gutter 0, binding space in Inside. KDP minimum inside margin grows with page count: 0.375 in (24 to 150 pages), 0.5 in (151 to 300), 0.625 in (301 to 500), 0.75 in (501 to 700), 0.875 in (701+). Outside, top and bottom at least 0.25 in. More white space reads better.
- ☐ Bleed decided: No Bleed for text-only books. If any page bleeds, the whole file adds 0.125 in to the width and 0.25 in to the height (6 x 9 becomes 6.125 x 9.25), and outside margins grow to at least 0.375 in.
- ☐ Front matter in order: half title, title page, copyright page on the back of the title page, dedication, contents, introduction. Back matter: about the author, other books, a gentle invitation to review or connect.
- ☐ Every chapter starts on a right-hand page (Odd Page section break). No headers or numbers on blank pages or chapter openers.
- ☐ Book serif body at 11 to 12 pt, first-line indents, justified, hyphenation and widow/orphan control on, Heading 1 on every chapter title. Only commercially licensed fonts.
- ☐ Page 1 restarts at Chapter 1 (or the Introduction) and lands on a right-hand page.
- ☐ Print PDF exported with fonts embedded, single pages, page size equal to trim. Final page count written down (KDP rounds up to an even number).

## 3 Cover wrap and spine

- ☐ Cover started only after the page count is final.
- ☐ KDP Print Cover Calculator run with your binding, ink, paper, trim and page count. Template downloaded to 03-cover.

- [ ] Math double-checked. Spine = pages x 0.002252 in (white) or 0.0025 in (cream). Width = 0.125 + back + spine + front + 0.125. Height = trim height + 0.25. Example: *Beauty For Ashes*, 216 pages, white: spine 0.486 in, full cover 12.736 x 9.25 in.
- [ ] Background runs into the 0.125 in bleed. Text stays at least 0.25 in inside the trim.
- [ ] Spine text only on books over 79 pages, at least 0.0625 in from each spine edge.
- [ ] Barcode area left clear: lower right of the back cover, 2 x 1.2 in. KDP adds one free if you don't.
- [ ] Canva: custom size equal to the full cover, template as a guide and then deleted. Download as PDF Print with crop marks and bleed unchecked. Images 300 DPI.
- [ ] Kindle cover made separately: front only, 1600 x 2560 px JPG, RGB. No spine, back or barcode.

## 4 ISBN, imprint and copyright page

- [ ] ISBN chosen. Free KDP ISBN: no cost, shows "Independently published," KDP only. Your own from Bowker (myidentifiers.com): your own imprint name and use anywhere.
- [ ] One ISBN per print format. The Kindle ebook needs none; Amazon assigns an ASIN.
- [ ] Bowker ISBN assigned to this book, with the imprint typed exactly as you will type it in KDP.
- [ ] Title page matches the cover. Copyright page holds your copyright line, Scripture notices, imprint, paperback ISBN and edition. No price.

## 5 KDP account and paperback setup

- [ ] KDP account at kdp.amazon.com with tax interview, bank details (allow up to five business days to validate) and two-step verification.
- [ ] Bookshelf, + Create, Create paperback.
- [ ] Details: title and subtitle exactly as on the cover, author name identical everywhere.
- [ ] Description pasted with a hook, who it's for and what's inside. No other authors' names, no "bestselling" or "free."
- [ ] Primary marketplace Amazon.com chosen first, then up to 3 categories that truly fit, as specific as possible (for example Christian Books & Bibles > Christian Living > Women's Issues).
- [ ] All 7 keyword boxes filled with 2 to 3 word reader phrases from Amazon's search suggestions. No title, author or category words repeated, no trademarks or other authors.
- [ ] Content: ISBN entered, ink and paper, trim size and bleed setting matching your files. Ink type can't change after publishing.
- [ ] Interior PDF and cover PDF uploaded.
- [ ] AI-generated content question answered honestly. AI tools used only to edit, proofread or brainstorm your own work count as AI-assisted, which KDP does not ask you to disclose.
- [ ] Previewer opened and every page checked in spread view. All Quality Issues fixed before Approve.
- [ ] Paperback price set. Royalty on Amazon.com is 60% at $9.99 and up, 50% below, minus printing cost. Expanded Distribution is optional.

## 6 Proof copy

- [ ] Printed proof requested before you publish (up to 5 per order). It arrives marked "Not for Resale."
- [ ] Proof read with a pen in hand: cover color and trim, centered spine text, barcode, margins near the spine, right-hand chapter starts, page numbers, typos.
- [ ] Fixes made, files re-uploaded, previewed and approved again. Then Publish. Review usually takes up to 72 hours.
- [ ] Extra days for KDP review and proof shipping built into your launch date.

## 7 Kindle ebook

- [ ] Ebook built from the clean Word file, not the print PDF. Page numbers, headers and blank layout pages removed; "see page 45" changed to chapter names.
- [ ] Kindle Create used to make a reflowable book (it finds your Heading 1 chapters). Exported as .kpf. KDP accepts EPUB, DOCX or KPF, not MOBI.
- [ ] Ebook copyright page says "eBook edition" and keeps the Scripture notices.
- [ ] Kindle eBook created with the exact title, subtitle, author, description, keywords and categories from the paperback.

- [ ] DRM question answered, manuscript and 1600 x 2560 cover uploaded, AI question answered, previewed on phone, tablet and Kindle.
- [ ] KDP Select decided (Kindle Unlimited, and Amazon-only for the ebook while enrolled).
- [ ] Price set within the 70% royalty band of $2.99 to $12.99 on Amazon.com (a small delivery fee per MB applies). Life Publishing prices its Kindle editions at $12.99. One cent above drops you to 35%.
- [ ] Paperback and Kindle showing together on one Amazon page. If not linked after a week, ask KDP Help to link them.

## 8 Amazon Author Central and A+ Content

- [ ] In KDP, Marketing, Author Central: Manage author page, then claim your books by title, ISBN or ASIN.
- [ ] Author photo and bio added. Every format of every book shows under one name. (A paperback reading "Robyn E Murphy" next to a Kindle reading "Robyn Murphy" is exactly the mismatch that splits pages.)
- [ ] A+ Content built in KDP, Marketing (up to five modules): an opening hook, what's inside, reflection and prayer features, meet the author, more from the author.
- [ ] A+ images JPG or PNG at 300 DPI, sized exactly. Both paperback and Kindle ASINs applied. No prices, review quotes or "bestseller."

## 9 Author site and search

- [ ] Every page has a title under 60 characters with the keyword people search for, and a meta description of 155 characters or less.
- [ ] The main heading (H1) uses that same keyword.
- [ ] og:url and og:image added so shared links look good.
- [ ] robots.txt allows all crawlers and lists your sitemap. sitemap.xml lists every public page.
- [ ] Structured data (JSON-LD) such as Book, Person, Organization, BreadcrumbList and FAQPage.
- [ ] A visible FAQ and a plain-language "About the book" or "How it works" section.
- [ ] Important content is in the page HTML, not loaded only by JavaScript. Key pages linked from the menu and homepage.
- [ ] Site verified in Google Search Console (URL prefix, HTML tag in the homepage head). Sitemap submitted and indexing requested.
- [ ] Site imported into Bing Webmaster Tools from Search Console.
- [ ] Checked again in 1 to 2 weeks with site:yourdomain.com.

## 10 Launch

- [ ] Before launch: 10 to 30 early readers invited to read and, if they wish, leave an honest review. Never pay for or trade for reviews.
- [ ] Launch week: a personal email or text to your warm circle with the Amazon link. Post your cover and a short video holding your book.
- [ ] Church and ministry: ask about a book table, a ministry event, a small group study or a bulletin mention.
- [ ] Offer to teach on your book's topic for Christian podcasts and blogs.
- [ ] Author copies ordered at printing cost (book must be Live) for book tables, gifts and events.
- [ ] After 30 days: keywords and description revisited and refined in KDP.

*Share the story and the heart behind your book, not only the link. Your first readers are the people who already trust you.*