

Metadata Checklist

Project Basics

- Author Name (as it will appear on the book)
- Email
- Phone
- Website
- Book Title
- Subtitle
- Series information, if applicable (name of series, book number, reading order)
- Edition, if applicable (revised edition, second edition, etc.)

Format and Production Details

- Formats (hardcover, paperback, ebook, audiobook)
- Trim size for print formats
- Page count
- ISBNs (one for each format)
- Publisher/Imprint (exact name)
- Publication Date and/or Copyright year

Discoverability and Classification

- BISAC Codes, 2-3 (<https://www.bisg.org/complete-bisac-subject-headings-list>)
- Keyword phrases (7-15)
- Tone indicators (usually for fiction)
- Categories (generally 3; retailer categories may differ from BISAC)
- Audience and age range
- Comparable titles (2-3), with ISBNs

Descriptions and Marketing Copy

- Short description (150-250 words; use keywords)
- Long description (300-600 words; use keywords)
- Author bio
- Tagline/hook
- Endorsements or reviews

Distribution

- Where the book will be sold (retail and distribution platforms)
- For Ebook: Digital Rights Management (DRM) preferences (Recommend ON for Amazon KDP and OFF for all other platforms)
- Sales territories (country-specific, regional, or worldwide)
- Library distribution preferences

Pricing and Royalty Eligibility

- Retail prices of each format
- Library prices of each format
- Promotional prices
- Territory-specific pricing
- Ebook: Choose royalty tier
- Audiobook: Choose exclusivity (affects royalty rate)

Wholesale Discount (Print Books)

- Wholesale discount percentage (40% vs. 55%)
- Short discount option
- Returnability

Other Enhancements

- Table of Contents
- Excerpt
- Awards
- Content Warnings
- Illustration details