

Metadata Checklist

Project Basics

- ☐ Author name (as it will appear on the book)
- ☐ Email
- ☐ Phone
- ☐ Website
- ☐ Book Title
- ☐ Subtitle
- ☐ Series name and number, if applicable
- ☐ 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
- ☐ Copyright year

Discoverability and Classification

- ☐ BISAC subject codes, 2-3 (<https://www.bisg.org/complete-bisac-subject-headings-list>)
- ☐ Retailer categories (generally 3, may differ from BISAC subjects)
- ☐ Keyword phrases (7-15)
- ☐ Audience
- ☐ Age/grade range, if applicable
- ☐ Comparable titles (2-3), with ISBNs
- ☐ Tone, themes, and reader interests, if applicable

Descriptions and Marketing Copy

- ☐ Short book description
- ☐ Long book description
- ☐ Author bio
- ☐ Tagline/hook
- ☐ Endorsements/reviews

Distribution

- ☐ Where the book will be sold (retail and distribution platforms)
- ☐ Ebook Digital Rights Management (DRM) preference, where applicable
- ☐ Sales territories (country-specific, regional, or worldwide)
- ☐ Library distribution preferences

Pricing and Royalty Options

- ☐ Retail price for each format
- ☐ Library/institutional price, if applicable
- ☐ Promotional pricing
- ☐ Territory-specific pricing
- ☐ Ebook royalty option, where applicable
- ☐ Audiobook distribution/exclusivity option, where applicable

Wholesale and Returns (Print Books)

- ☐ Wholesale discount percentage
- ☐ Short-discount option, if available
- ☐ Returnability
- ☐ Returns option (destroy or return, if applicable)

Other Enhancements

- ☐ Cover image/file
- ☐ Author photo
- ☐ Illustrations/interior images
- ☐ Table of Contents
- ☐ Excerpt/sample
- ☐ Awards and honors
- ☐ Content Warnings, if applicable