

THE BOOK ON



Submission Checklist

Before you submit your manuscript to The Book On Publishing, it's important to make sure your work is properly prepared. Below are two checklists—one for authors submitting to *The Book On* Series (our curated, no-cost publishing track), and one for those pursuing the self-publishing track with optional support services. Use these lists to ensure your submission is complete and professional.

✓ Submission Checklist: The Book On Series

- ☒ Manuscript is complete (or proposal includes detailed outline and sample chapters).
- ☒ Manuscript is written in a clear, accessible style appropriate for your audience.
- ☒ Topic aligns with The Book On Series' mission: practical, purpose-driven, and value-packed.
- ☒ Submission form is filled out on the website, including title, description, and author bio.
- ☒ File is submitted in .docx or PDF format via the Author Dashboard.
- ☒ Optional: Cover letter or summary explaining why your book matters and who it's for.
- ☒ You have reviewed and agreed to the submission terms (including rights and review timelines).

✓ Submission Checklist: Self-Publishing Track

- ☒ Manuscript is complete and fully edited (or you've selected editing services as needed).
- ☒ You've selected the services you require: editing, formatting, cover design, ISBN registration, etc.

-  File is submitted in .docx format for editing/formatting, or PDF for print-ready files.
-  You've included your author bio, back cover blurb, and book metadata (title, subtitle, keywords).
-  Cover artwork is included or design brief is submitted if you need our team to create it.
-  A preferred timeline or launch window is noted, if applicable.
-  You've reviewed estimated costs and approved your custom project quote.

If you have questions about either process or need help preparing your files, don't hesitate to contact us.

 Email: info@thebookon.ca

 Phone: +1 (647) 612-7729

We look forward to reading your work!
– The Book On Publishing Team