

Amazon KDP Publishing Checklist

Everything you need before hitting Publish

■ MANUSCRIPT & CONTENT

- Proofread and spell-checked the entire manuscript
- Grammar and punctuation reviewed (use Grammarly or ProWritingAid)
- Chapter headings consistent and properly formatted
- Table of Contents created and links work (for eBooks)
- Front matter complete: title page, copyright page, dedication
- Back matter added: About the Author, acknowledgments, bibliography
- Internal hyperlinks tested (eBook only)
- No placeholder text (e.g. 'Lorem ipsum') left in manuscript

■ COVER DESIGN

- Cover meets KDP size specs (min 1000px, ideal 2560×1600px for eBook)
- Cover is in RGB color mode (eBook) or CMYK (print)
- File saved as JPG or TIFF for upload
- Title and author name clearly legible as thumbnail
- No copyrighted images or fonts used without license
- Spine and back cover designed (for print/paperback)
- Barcode area left blank on back cover (KDP adds it automatically)

■ FORMATTING

- eBook: Exported to EPUB or MOBI (EPUB 3 preferred)
- eBook: Validated with Kindle Previewer or EPUBCheck
- Print: Interior PDF created with correct trim size (e.g. 6×9 in)
- Print: Bleed settings set correctly (0.125 in for full-bleed images)
- Print: Margins meet KDP minimums (inside 0.375 in+)

- Fonts embedded in the PDF (print books)
- Images are 300 DPI minimum (print books)
- No widow/orphan lines and no text outside safe zone

■ KDP ACCOUNT & METADATA

- KDP account set up and tax information completed
- Book title and subtitle finalized and typed exactly as on cover
- Author name (pen name) consistent across all fields
- Book description written: compelling, keyword-rich, 150–400 words
- 7 keywords researched and entered (use Publisher Rocket or KDP search bar)
- 2 BISAC categories selected strategically
- ISBN: KDP free ISBN assigned or your own ISBN entered
- Publication date confirmed (or set to immediate release)

■ PRICING & RIGHTS

- Territorial rights confirmed (worldwide or specific territories)
- Royalty plan selected: 35% or 70% (eBook pricing \$2.99–\$9.99 for 70%)
- Price set for each marketplace (US, UK, EU, etc.)
- KDP Select enrollment decision made (exclusive 90-day periods)
- Print book pricing covers printing cost + desired royalty

■ PRE-LAUNCH REVIEW

- Previewed eBook in Kindle Previewer on multiple device sizes
- Ordered a physical proof copy (print books)
- Proof copy reviewed cover-to-cover before approving
- Book detail page previewed on Amazon for accuracy
- Author Central profile updated with bio and photo
- Author page linked to new book on Author Central

■ LAUNCH PREP

■ ARC (Advance Review Copy) sent to beta readers / ARC team

■ Launch day social media posts scheduled

■ Email list notified of launch date

■ Amazon Ads campaign set up (optional but recommended)

■ BookBub or Goodreads listing created

■ Enrolled in Kindle Countdown or Free Promotion if using KDP Select

■ **Pro Tip:** Use KDP's built-in Kindle Previewer before publishing to catch formatting issues early. For print books, always order a proof — colors and margins can look very different on paper versus screen.