Book Formatting Submission Checklist

Final Manuscript (.docx format)

• Final edited version only — no tracked changes.

• Formatting will be based on this file.

• Only one revision is included in your package.

Clear Chapter Breaks

• Chapters must be clearly labeled (e.g., "Chapter One," "Chapter 2," or titled chapters).

• Vellum uses these headings to auto-generate your Table of Contents.

Front & Back Matter

• Dedication, Acknowledgments, About the Author, 'Also By', Author's Note.

• These may be embedded in the manuscript or submitted as separate files.

Formatting Preferences (Optional)

• Notes on layout style or visual preferences.

• Default style: clean, genre-appropriate Vellum templates.

Ebook Cover Image (JPG only)

• Required for ebook formatting.

• Minimum recommended size: 1600 × 2560 pixels.

ISBNs or External Links

• Provide ISBNs for ebook and print editions if applicable.

• Include author website, social links, newsletter URLs, etc.

Front Matter Details

• Title Page: Title, subtitle (if any), pen name.

• Copyright Page: Year, copyright holder, ISBNs, disclaimers.

• Epigraph (optional): Quote or poem relevant to the story.

• TOC is auto-generated by Vellum based on chapter headings.

Back Matter Details

• Acknowledgments: Thank-yous to contributors or supporters.

• About the Author: Short bio and links.

• Also By: List of your other works.

• Author's Note (optional): Context, inspiration, historical notes, etc.

• Call to Action: Review request or newsletter signup.

• Sneak Peek / Bonus Content: Optional chapters or scenes.