



Book Production Overview

Schedule

April 9–June 3

April 1	Application Deadline
April 9–15	Proofreading
April 16–22	Finalize Manuscript
April 23–29	Cover Proofs
April 30–May 6	Finalize Covers*
May 7–13	Interior Templates
May 14–20	Layout & Formatting
May 21–23	Final Text Edits
May 24–28	CLI Proofing
May 29–June 3	Printing

* May be revisions made May 7–17
following Book Production Team Review

Application

Due 4/1, 11:59pm PT

General Information

Communications & Meetings

- Opportunity to let us know your availability (1 freelancer mtg/week)

Your Book

- Details such as title, short description, size, etc.

You'll choose from [templates](#) for front, back, spine, interior design:

Front Cover

Back Cover

Spine

Interior

Content

Anything else to share?

Book Contents Checklist

Front Matter

- Praise Pages (short reviews of your book)
- Dedication
- Epigraph/Quote
- Contents (poems in order; page numbers added later)
- Foreword (written by someone else about your book)
- Preface (give context to why created, written by you)

Body

- Introduction (about the theme/subject, written by you)
- Poems (may include section title pages)

Back Matter

- Afterword (impact of book, typically by someone else)
- Notes
- Acknowledgements (may be in front matter instead)
- About the Author (bio)

Gray = Optional Content

Pairings

Proofreader

- Consistency based on your preferences

Cover Designer

- 2 options, then final, based on your ideas

Interior Layout Designer

- Layout & format entire manuscript

Proofreading

Week 1: Proofreading

- Consultation (capitalization, punctuation, etc. preferences)
 - Editor reviews (makes suggestions in Google or Word doc)
 - Does not content edit or workshop your poems
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Week 2: Finalize Manuscript

- Author reviews (accepts or leaves suggestions for questions)
- Meeting (to answer questions & make final decisions/edits)
- Upload final manuscript (Doc for text & PDF for formatting)

Cover Design

Week 1: Cover Proofs

- Consultation (concept, theme, brainstorm, etc.)
 - Designer makes 2 versions of cover (uploads PDFs)
 - Author reviews (makes notes on what like & don't like)
-

Week 2: Finalize Covers (may be further revisions)

- Meeting (to discuss author notes / changes to chosen version)
- Designer finalizes cover (revisions to final over email)
- Upload final design files (incl. fonts, images, original art)

Interior Layout Design

Week 1: Interior Templates

- Consultation (review application, fonts, special formatting, etc.)
 - Designer makes style template (front matter + 10 poems)
 - Author reviews (makes notes on what like & don't like)
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Week 2: Layout & Formatting

- Meeting (to discuss author notes / changes to style template)
- Designer formats entire interior (questions over email)
- Designer uploads PDF proofs (for author review)

Interior Layout Design

Week 3: Final Text Edits

- Author reviews (uses Poem Edits sheet for any small edits)

	A	B	C	
1	Poem Title	Stanza#	Line#	Edit
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

- Meeting (for author to clarify & make real-time edits if needed)
- Upload final design files (incl. fonts, images, original art)

Interior Layout Design

Week 3: Final Text Edits

- Author reviews (uses Poem Edits sheet for any small edits)

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1	Poem Title	Stanza#	Line#	Edit
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- Meeting (for author to clarify & make real-time edits if needed)
- Upload final design files (incl. fonts, images, original art)

Printing

Congrats!!!

You have a book!

Please attend all meetings and meet all deadlines in order to receive your book at your Culmination and be ready for the CLI Conference. Thank you!