

Publishing Timeline Worksheet

Plan responsibilities, target dates, and completion notes across eight stages from concept through long-term catalog management.

1. Concept and planning

Purpose, audience, scope, source collection, working outline

Target dates	Responsible person	Completion notes

2. Drafting

Writing schedule, interviews, research, chapter development

Target dates	Responsible person	Completion notes

3. Developmental revision

Structure, completeness, sequence, pacing, author review

Target dates	Responsible person	Completion notes

4. Copyediting and proof preparation

Language, consistency, facts, permissions, final manuscript approval

Target dates	Responsible person	Completion notes

5. Book production

Front and back matter, print layout, ebook formatting, cover preparation

Target dates	Responsible person	Completion notes

6. Platform setup and proofing

Metadata, ISBNs, pricing, upload, preview, physical proof, corrections

Target dates	Responsible person	Completion notes

7. Publication and launch

Approval, purchase links, website, announcements, early readers

Target dates	Responsible person	Completion notes

8. Long-term catalog management

Updates, marketing, new editions, next title, records and backups

Target dates	Responsible person	Completion notes

Important: This worksheet provides general publishing guidance. Requirements, platform policies, and project needs may change. Verify current requirements before final publication.