Final publishing checklist

Before publishing your textbook/chapters, ensure all the items on the checklist have been addressed.

Please refer to the project’s style manual and style sheet for guidelines on table appearance and other formatting considerations.

#### **Checklist**

* Final read through of the text, checking for spelling, punctuation and grammar issues
* Check the consistency of structure and formatting:
	+ Spacing between headings, paragraphs, embedded media, etc.
	+ Images, tables, etc. are aligned correctly
	+ Same colour and appearance of text boxes
* Review against the [*Accessibility checklist*](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Accessibility-checklist.docx)
* Check the appearance of the PDF and EPUB download formats
* Review against the [*Inclusive language checklist*](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Inclusive-Language-checklist-1.docx)
* Include a cultural protocol wording if the content features deceased Indigenous individuals
* Final copyright check
	+ The correct Creative Commons license has been applied
	+ Attributions for third-party Creative Commons material are present
	+ Any material without a Creative Commons license has permissions, and the correct sharing license is attached.
	+ The University Copyright Officer has reviewed the material
	+ Author's moral rights notice added to copyright metadata

“[the author/s names] assert their right/s to be known as the authors of this work.”

* Metadata is complete and correct
	+ Author’s/contributor's name format
	+ Cover illustrator credited
	+ DOI and/or ISBN applied
	+ Chapter metadata applied if necessary
		- Author name
		- Copyright license
	+ Blurb added to front page of Pressbooks
* All required front and back matter is present