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