

KDP Production Checklist v1.0

Rondanini Publishing Ltd — Production Sign-Off Form

Project Title: _____
Author: _____
ISBN/ASIN: _____
Publication Date (Target): _____
Production Manager: _____
Date Prepared: _____
Date Reviewed: _____

MANUSCRIPT PREPARATION

Typography & Formatting

- Document uses only semantic heading styles (Heading 1, 2, 3) — NO manual bold/enlarge
- Body text is single-spaced (Word spacing, not Kindle override)
- Professional leading specified: 11/14pt, 12/15pt, or equivalent (NOT 1.5 spacing)
- First-line paragraph indents applied via style, not tabs
- No manual line breaks for spacing — paragraph “space after” used instead
- No hard page breaks except chapter breaks
- All orphans and widows controlled (2-line minimum on page edge)
- Heading 1 styles have “keep with next paragraph” enabled

Document Cleanliness

- Source file copied from templates, not merged from multiple documents
- Content pasted from plain text source (Notepad), not from web/PDF/email
- No tracked changes or comments in final manuscript
- No embedded images from screenshots or web sources (re-sourced at 300+ DPI)
- Character encoding verified (UTF-8)
- No hidden formatting or field codes

Front Matter Structure

- Title page present
- Copyright page includes: publication year, publisher name, ISBN/ASIN placeholder, copyright holder
- Legal deposit statement included (if applicable to territory)
- Dedication (if applicable)
- Table of Contents auto-generated from Heading 1 styles

- Introduction/Foreword byline correct
- Author's note positioned correctly

Back Matter Structure

- Afterword/Conclusion present (if applicable)
 - Acknowledgments present (if applicable)
 - About the Author: 100–150 words, biography photo optional
 - Call-to-action included (e.g., “Visit [URL]” or “Join mailing list”)
 - Series information included (if Book N of M)
-

IMAGE PREPARATION

Resolution & Format

- All images sourced at minimum 300 DPI at final print size
- No upscaling of low-res images (72 DPI → 300 DPI forbidden)
- Image format: JPEG (photographs) or PNG (graphics)
- Individual image files < 5 MB
- Total manuscript images < 100 MB (eBook constraint)
- Transparency removed (if print PDF) — all layers flattened

Image Placement & Documentation

- All images have descriptive captions
- Images inline in document (not floating/separate)
- Image sizing calculated for print size: $\text{width} \times \text{DPI} \div 72 = \text{pixel dimensions}$
 - Example: 4” image at 300 DPI = 1200 pixels wide minimum
- Chart/infographic sources at native resolution, not downsized

Colour Space — Print Only

- Images verified in CMYK colour space (or RGB with note)
 - Colour profile documented (e.g., “U.S. Web Uncoated v2”)
 - Colour-critical images tested in proof
-

KINDLE eBOOK SPECIFICATIONS

EPUB Export & Validation

- EPUB file generated from source document (Word/Scrivener/InDesign)
- EPUB file opens without errors in validation tool
- EPUB file size < 100 MB
- Metadata embedded:

- Title exact
- Author name consistent
- Language set to English (US / UK)
- Copyright year and holder

Table of Contents

- TOC auto-generated from Heading 1 styles
- TOC links verified functional in Kindle Previewer
- TOC placed after front matter, before Chapter 1
- No manual TOC entries — all from semantic styles

Cover Image

- Cover image: minimum 1000×1500 pixels (1.5:1 aspect ratio)
- Cover format: JPEG or PNG
- Cover file size < 10 MB
- Title and author legible at thumbnail size
- No gradient backgrounds that compress poorly

Kindle Previewer Testing (CRITICAL)

- Kindle Previewer opens EPUB without errors
- Test device sizes:
 - Kindle Paperwhite (6-inch)
 - Kindle Fire (7-inch tablet)
 - Kindle for iPhone/Android (phone size)
- Test settings:
 - Font size changes (minimum, maximum)
 - Font family changes (Serif, Sans-serif)
 - Background colours (white, sepia, black)
 - Line spacing adjustments
- Text renders without breaks or artifacts
- Images display correctly at all sizes
- No stray formatting or odd indentation visible

Metadata Completion

- Title: Exact match cover title
- Subtitle (if applicable): Exact match cover
- Author name: Consistent with other works
- Description: 2,000–3,000 characters, keyword-rich, benefit-focused
 - First 125 characters compelling (search result preview)
 - No keyword stuffing
- Keywords (up to 7):
 - Keyword 1: _____
 - Keyword 2: _____

- Keyword 3: _____
 - Keyword 4: _____
 - Keyword 5: _____
 - Keyword 6: _____
 - Keyword 7: _____
 - Categories (2 required):
 - Category 1: _____
 - Category 2: _____
 - Content rating: Accurate (None / PG / PG-13 / R / Adult)
-

KDP PRINT SPECIFICATIONS

Trim Size & Margins

- Trim size selected: 6×9 8.5×11 5×8 Other: _____
- Page count finalized: _____ pages
- KDP margin calculator used (<https://kdp.amazon.com>)
- Margin values from calculator entered:
 - Top: _____ inches
 - Bottom: _____ inches
 - Left (outside): _____ inches
 - Right (outside): _____ inches
 - Gutter (inside): _____ inches
- Document template created with calculated margins
- All text/images respect margin boundaries

Paper Stock & Colour Space

- Paper stock selected: Cream White Premium
- Colour space decision:
 - RGB (acceptable; KDP converts)
 - CMYK (recommended for colour-critical; profile: _____)
- If CMYK: colour profile documented and tested

Image Resolution — Print

- All images 300+ DPI at final print size
- Image size calculation verified:
 - Example: 4" width × 300 DPI ÷ 72 = 1667 pixels minimum
- No upscaling from low-res sources
- Chart/graph/infographic DPI verified
- Photograph sources documented (stock, professional, in-house)

Bleed Application

- Bleed requirement determined:

- No bleed (white space to edge) — N/A
- Bleed required (full-color to edge) — 0.125” on all sides
- If bleed required:
 - Canvas size increased by 0.125” on all sides
 - Full-color artwork extends beyond trim
 - No important content within 0.125” of trim line

PDF Export & Validation

- PDF exported from source document at 300+ DPI
- PDF file opens without errors in Adobe Reader
- All fonts embedded:
 - Verify via File > Properties > Fonts tab
 - All fonts show “[embedded]” or “[embedded subset]”
 - No fonts marked as “[will be substituted]”
- Transparency flattened (no transparency in PDF)
- File size reasonable (< 500 MB for typical book)

Page Content Inspection

- First page (odd) and second page (even) layouts correct
 - Chapter openers consistent
 - Headers/footers correct (page numbers, running heads)
 - Margins consistent throughout
 - No content bleeding into margins
 - Widow/orphan control working (chapter ends not leaving single line)
-

COVER SPECIFICATIONS

Cover Template & Dimensions

- KDP cover calculator used:
 - Trim size: _____ × _____
 - Page count: _____
 - Paper stock: _____
 - Spine width from calculator: _____ inches
- Cover template downloaded (exact dimensions)
- Template dimensions NOT modified

Cover Layout

- Back cover (left side): _____ × _____ inches
- Spine (center): _____ inches wide
- Front cover (right side): _____ × _____ inches
- Total cover width: _____ × _____ inches

Design & Safety

- All text minimum 0.125" from trim edge (safety zone)
- All text minimum 0.125" from spine edge
- Spine text minimum 8pt font, high contrast
- Spine text orientation correct (readable when book spine faces out)
- Back cover barcode placement correct (lower right, 0.25" from edges)
- Front cover title/author legible at thumbnail size

Files & Technical

- Cover PDF exported at 300+ DPI
- Colour space matches interior: RGB CMYK
- If CMYK: profile documented
- All fonts embedded in cover PDF
- No bleeding or overlays outside bleed area
- Bleed extended 0.125" on all edges (if full-color)
- Cover PDF file size < 50 MB
- Cover PDF opens without errors

PRE-SUBMISSION FINAL CHECKS

eBook (Kindle) — Final Sign-Off

Date reviewed: _____

Reviewed by: _____

- Manuscript clean and formatted per spec
- EPUB exports without errors
- EPUB validates in Kindle Previewer
- All preview sizes tested (phone, tablet, e-reader)
- TOC functional and links verified
- Cover image meets specs
- Metadata complete and accurate
- No formatting anomalies on final preview

Ready for KDP submission: YES NO

Notes/Issues: _____

Print (KDP Print) — Final Sign-Off

Date reviewed: _____

Reviewed by: _____

- Manuscript formatted with correct margins

- All fonts embedded in PDF
- Image resolution 300+ DPI verified
- Bleed applied correctly (or N/A if no bleed)
- PDF opens without errors
- Cover PDF matches template dimensions
- Cover fonts embedded
- Physical proof ordered and inspected (if possible)
- Proof quality acceptable or corrections noted

Proof inspection date: _____

Proof feedback: _____

Ready for KDP submission: YES NO

Issues requiring correction: _____

KDP SUBMISSION

File Upload

Date submitted: _____

eBook (Kindle): - EPUB file uploaded - Cover image uploaded - All metadata entered

Print: - Interior PDF uploaded - Cover PDF uploaded - All metadata entered

Post-Submission

Review period: Typically 12–48 hours

Status tracking: - Submission received confirmation - Under review (date: _____) - Published (date: _____) - Issues identified (list): _____

Resolution (if issues): - Issue corrected - Re-submitted (date: _____) - Re-published (date: _____)

PRODUCTION NOTES

Use this section to document deviations, special handling, or team notes:

SIGN-OFF

Prepared by (Production Manager):

Name: _____ Date: _____

Signature: _____

Reviewed by (Lead/Editor):

Name: _____ Date: _____

Signature: _____

Approved for submission:

Name: _____ Date: _____

Signature: _____

Rondanini Publishing Ltd | Production Standard v1.0 | March 2026

This checklist is a living document. Updates reflect KDP policy changes and production experience. Last verified March 2026.

APPENDIX: Quick Reference — Common Errors

Error	Cause	Consequence	Prevention
TOC doesn't link	Manually created TOC, not from heading styles	Kindle navigation broken	Use semantic styles (Heading 1) only
Images pixelated	72 DPI web images used	Blurry print	Source at 300+ DPI minimum
Fonts substituted	Fonts not embedded in PDF	Wrong typeface on print	Verify all fonts embedded in PDF properties
Text in binding	Insufficient gutter margin	Content unreadable	Use KDP margin calculator
Cover misaligned	Spine width estimated	Spine text offset	Use KDP spine calculator
Colours shift	RGB-to-CMYK conversion	Unexpected colour on print	Convert to CMYK before submission or note RGB

Error	Cause	Consequence	Prevention
White border on edge	No bleed specified	Unfinished appearance	Extend artwork 0.125" beyond trim if full-color edge
Widow lines	No widow/orphan control	Amateurish typesetting	Enable widow/orphan control in styles
1.5 spacing on print	Word formatting used	Excessive whitespace	Use professional leading (11/14pt, etc.)
Margin errors	Guessed margins	Text too close to edges	Always use KDP calculator, never estimate