

Ooligan Press Book Archive Checklist

Best Practices for Book Archive Folder

This document will outline required elements to include in each Ooligan Press book's archive folder.

Publisher's Assistant is responsible for setting up the folder, making a copy of this checklist to include in the folder, and at completion of the project, confirming contents are complete.

Project Manager is responsible for fully populating this folder during and at the conclusion of a book's production cycle.

Instructions

Step 1: Follow naming convention (NC) unless otherwise specified:

[three- or four-letter abbreviation] [what it is].file extension

Examples:

SVR Tipsheet.pdf

COV Press Kit.zip

TSB Final Manuscript.docx

Step 2: Make Operations@ooliganpress.pdx.edu owner of all shared Google folders and files. (PM)

Step 3: Check against Trello board so the board can be stripped for a new project. (Operations and PM)

Step 4: Make Archive Folder and subfolders. Include the title abbreviation in the folder names to make them easily searchable (Operations)

Step 5: Delete all old or duplicate folders and files. Delete shared drive. (PM)

Archive Folder Names, Organization, & Content Requirements

Bold=Folder

- CoreSource Tipsheet (Google Doc)
- Design**
 - Cover**
 - Full Cover (jacket)**
 - Full cover hi-res tif, CMYK
 - Full jacket file, web-optimized jpg, RGB
 - Front Cover**
 - Final, packaged files (zipped InDesign folder)
 - Front cover hi-res tif, CMYK
 - Front cover hi-res jpg, CMYK
 - Front cover web-optimized jpg, RGB
 - Supplemental Covers**
 - Audiobook cover, web-optimized jpg, RGB

- Audiobook cover, IDML package
- Print**
 - Offset (Kingery)**
 - Files that went to the printer**
 - Final, packaged file for interior
 - NC: ISBN_OS_txt_folder.zip
 - Final, packaged file for jacket
 - NC: ISBN_OS_cvr_folder.zip
 - PTO (Lightning Source)**
 - Final, packaged file for interior
 - NC: ISBN_PTO_txt_folder.zip
 - Final, packaged file for jacket
 - NC: ISBN__PTO_cvr_folder.zip
 - Galley (LightningSource)**
 - Final, packaged file for interior
 - NC: ISBN_GA_txt_folder
 - NC: ISBN_GA_cvr_folder
 - Print collateral (packaged InDesign folder or pdf if)
 - Bookmarks, flyers, cards, anything handed out
- Digital**
 - EPUB
 - M/OBI
 - Audiobook (MP3)
- Editorial**
 - Final manuscript (Word)
 - CIP file/document (Word)
 - Style sheet (Google Doc)
 - Full XML file (**not** the individual XML assignments from students)
 - Future corrections/errata list, ongoing Google doc with errors to correct before reprinting (Google Doc spreadsheet)
 - Supplemental documents (e.g. caption spreadsheet for Rhythm in the Rain)
- Acquisitions**
 - Author Questionnaire Responses (Google Doc)
 - Pitch Documents
 - The presentation Acquisitions did for the press, P&L, and the Google doc for the pitch
- Publicity**
 - Press Kit (packaged InDesign file, Google doc, Word, or PDF)
 - Reviews
 - Contact list
 - Request template
 - Document of publicity article links or scanned print publicity articles
 - Awards documents (anything having to do with awards won, applied to, and cover letters that could have been written)
- Marketing**
 - Marketing Plan (Google doc)
 - Designed tipsheet (packaged InDesign with PDF)
 - Blurbs

- Contact list
- Request template

Social

- bulk upload sheet (BUS) (Google sheet)
- Copies of assets (images)
- Track listing for Spotify playlists
- Social Media Strategy Document (Google doc)

Miscellaneous

- Process documents and anything for history, mystery, or posterity
- Production Timeline?
- Digital collateral (packaged InDesign with PDF)