

Ooligan Press Book Production Checklist

Best Practices for Shared Drive

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

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: When you have your team make materials for the book (social collateral, designed tipsheet, etc), make a copy of their final work that the PM is the owner of and keep it in the project folder. Individuals can keep materials they make on their own drive for their Lab/Studio portfolios and graduate portfolios, but the document in the folder needs to be accessible to the Project Manager and Operations PA.

- Make Operations@ooliganpress.pdx.edu owner of all shared Google folders and files **at the time of archiving.** (PM)

Step 3: The cards on Trello should be linking to the documents and folders in the shared drive.

Step 4: Department Leads will have ownership of files and projects as they are in development, but there should be a shortcut in their respective folder that links to the location of the files so that they can be easily accessed through the shared drive. For example, the Design department will have ownership of all cover and interior files in their drive. Check items off this list when they are in their final format.

Step 5: Within the more general categories and sub-categories on this list (miscellaneous, collateral, supplemental documents), keep track of project materials specific to the development of your project. For example, if your team creates bookmarks, add a bullet point for that under the print collateral subcategory.

Folder Names, Organization, & Content Requirements

Bold=Folder

- CoreSource Tipsheet (Google Doc)
- Acquisitions**
 - Author Questionnaire Responses (Google Doc)
 - Pitch Documents (Google Slides, Google Doc, Google Sheet)

- 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)
 - Supplemental documents (e.g. caption spreadsheet for Rhythm in the Rain)
- 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)
 - Digital collateral (packaged InDesign with PDF)
- Marketing**
 - Marketing Plan (Google doc)
 - Designed tipsheet (packaged InDesign with PDF)

- Blurb/review request contact list (Google sheet)
- Blurb/review request templates (Google doc)
- Publicity**
 - 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)
 - Press Kit (packaged InDesign file, Google doc, Word, or PDF)
- 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