Cover Mechanical Review Checklist

Updated December 2022

These checklists are designed to represent the most common practices used across all locations. Each location is encouraged to adopt these practices; however, special project requirements may necessitate amending some checklist items. The project team should be in alignment on how best to perform all tasks and agree on task ownership before proceeding with each phase of the project.

See also: [Cover Mechanical Process](#)

Key Contributors
CSD = Creative Studio Designer
CM/VCM = Content Manager/E2E Content Manager
PPM = Portfolio Product Manager

Cover Mechanical Review: Preliminary Checklist

The **CSD** routes the preliminary mechanical(s) to the **CM** and **PPM** (and other stakeholders as required) in Smartsheets.

Preliminary Cover Mechanical Review Checklist			
Task	CSD	CM/VCM	PPM
Trim size matches IPS specifications and printer template	X	X	
Estimated bulk/spine width is correct and matches IPS Specifications screen	X		
Branding is correct, per most recent guidelines	X		
Alternate cover branding, i.e., Advantage Edition, Enhanced Edition, matches current templates	X		
Any applicable logos are included and correct	X	X	X
PDF appropriately indicates any special treatments (spot gloss, embossing layers, with layers correctly labeled, etc.) and matches IPS Specifications screen	X		
File is set up properly (bleeds and crop marks are correct, fifth color/spot gloss/special treatment are built into the PDF correctly)	X		
Proprietary product names are spelled correctly and carry the appropriate trademarks or copyright symbols		X	X
ISBNs are hyphenated properly (see www.isbn.org/ISBN_converter)		X	
Cover ISBNs match copyright page ISBNs		X	
Barcode ISBN matches IPS, with the exception of the final check digit, which may vary		X	
Title, subtitle, edition, and author names are spelled correctly, and order of author names is correct.		X	X

Cover title, subtitle, edition, and author names (and order) match the copyright page		X	
Spine copy is correct and matches front cover copy		X	X
For softbound books with inside cover copy, inside cover copy is correct and clearly identified in IPS Specifications screen		X	

Cover Mechanical Review: Final Checklist

The **Production Service Provider** finalizes the mechanical(s) and routes the final mechanical(s) to the **PPM**, **CM**, and **CSD** for review before the file is prepared for the printer.

Final Cover Mechanical Review Checklist			
Task	CSD	CM/VCM	PPM
Branding is correct, per most recent guidelines	X		
ISBNs are hyphenated properly (see www.isbn.org/ISBN_converter)		X	
Cover ISBNs match copyright page ISBNs		X	
Barcode ISBN matches IPS, with the exception of the final check digit, which may vary	X	X	
Trim size matches IPS specifications and printer template	X	X	
Cover dimensions, bleeds, safety margins match the printer template and type is safe within the spine confines	X	X	
For softbound books, spine width is correct based on the ppi and page count and matches the IPS Specifications screen.	X	X	X
Title, subtitle, edition, and author names are spelled correctly, and order of author names is correct.		X	X
Cover title, subtitle, edition, and author names (and order) match the copyright page		X	
Spine copy is correct and matches front cover copy		X	X
For softbound books with inside cover copy, inside cover copy is correct and clearly identified in IPS Specifications screen		X	X
PDF appropriately indicates any special treatments (spot gloss, embossing layers, with layers correctly labeled, etc.) and matches IPS Specifications screen	X		
File is set up properly (bleeds and crop marks are correct, fifth color/spot gloss/special treatment are built into the PDF correctly)	X		