Metadata Master Document

Discussed in Episode 12

Create one master document for each book, containing every piece of metadata you will be asked for. Fill it in once and copy from it forever after — that is how your book description, categories, and keywords stay identical across every platform.

Book title

Subtitle

Series name, if applicable

Author name

Author bio

Book description / blurb

Short description

ISBN(s)

Publication date

Trim size

Language

BISAC categories

Keywords / search phrases

Comparable authors

Comparable books

Cover files (where stored)

Platform checklist

Tick each platform once this metadata has been entered and matches.

- [ ] KDP
- [ ] IngramSpark
- [ ] Draft2Digital
- [ ] Your website