# CHECKLIST 6: Pre-publication

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| Completed | Task | Details | Notes |
|  | Final check | Fixer:  Plan:  Accessibility:  Deadline: |  |
|  | Textbook cover | Designer:  Cover art:  Template:  Deadline: |  |
|  | Editable files | TEXTBOOK  File types:  MULTIMEDIA |  |
|  | Remove platform access | Authoring platform:   1. Account users |  |
|  | Textbook citation | Citation styles:  Citation examples: |  |
|  | Communications/marketing | Colleagues:  Institutional contacts:  Projects and organizations:  Repositories: |  |
|  | Print on demand copies | Service provider:  Requirements:  Cost:   1. Colour 2. Black and white 3. Shipping   Posting information: |  |