1. Ensure each available sponsor ad is inserted. These can go in any order and are typically spread throughout the book document.
2. Ensure the book includes a title page, which is followed by the standard copyright page.
3. The first page in the document should be the cover image.
4. When you begin a new edition, start with a top-level “YYYYmmm\_title” folder. Copy over any figures, code, etc that you’re re-using, so that each edition’s folder is completely self-contained.
5. Book files should be named “YYYYmmm\_title.xxx,” where YYYY is the four-digit year, mmm is the month abbreviation (Mar, Feb, Jun, etc), title is a short version of the book title containing no spaces, and xxx is the filename extension.
6. Include all book formats, and any appropriate “Code” folder, in a ZIP file named “YYYYmmm\_title.zip,” which is what we distribute.
7. Please include the ZIP file containing the PDF/EPUB/whatever versions inside the top-folder. Don’t include the PDF and EPUB individually.