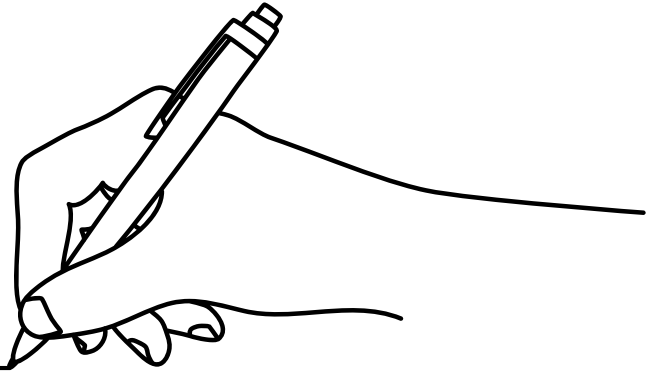


Co-Author Checklist:

5 Vital Considerations



This checklist is designed to help prospective co-authors evaluate and align on key areas before beginning a book project together. Review and discuss each section thoroughly.

1. Shared Vision and Purpose

- ☐ Have we clearly defined the message, audience, and goals of the book?
- ☐ Are we aligned on the book's purpose (ministry, income, influence, etc.)?
- ☐ Do we agree on the tone, theological position, and desired impact of the book?

2. Defined Roles and Responsibilities

- ☐ Have we agreed on how writing duties will be divided (by chapter, topic, etc.)?
- ☐ Who is responsible for editing, formatting, research, and final submission?
- ☐ Have we set deadlines and a process for mutual accountability?

3. Writing Style and Voice Compatibility

- ☐ Have we compared writing samples for tone and clarity compatibility?
- ☐ Who will ensure the final manuscript has a consistent voice?
- ☐ Have we agreed on how revisions and edits will be made collaboratively?

4. Legal and Financial Agreements

- ☐ Do we have a written agreement outlining copyright ownership and royalty splits?
- ☐ Have we agreed on name order, cover credit, and acknowledgment section?
- ☐ How will expenses (design, editing, marketing) be handled and split?
- ☐ What is our plan if one author needs to withdraw or disagrees with direction?

5. Work Ethic and Communication

- ☐ Are we equally committed to time, energy, and completion of the book?
- ☐ Do we have a regular communication plan (calls, emails, shared tools)?
- ☐ Have we discussed how to handle delays, feedback, or conflict resolution?