



Worksheet: ISBN and Legal Publishing Details

Use this worksheet to track ISBN assignments, register your copyright, and prepare your book's legal pages with clarity and confidence.

PART 1: ISBN Assignment Tracker

List the ISBNs for each version of your book and where you obtained them.

Book Format	ISBN Assigned	Purchased or Free?	Platform Used
eBook	_____	<input type="checkbox"/> Purchased <input type="checkbox"/> Free	<input type="checkbox"/> KDP <input type="checkbox"/> Other: _____
Paperback (KDP)	_____	<input type="checkbox"/> Purchased <input type="checkbox"/> Free	<input type="checkbox"/> KDP
Paperback (Ingram)	_____	<input type="checkbox"/> Purchased	<input type="checkbox"/> IngramSpark
Hardcover (Ingram)	_____	<input type="checkbox"/> Purchased	<input type="checkbox"/> IngramSpark
Audiobook	_____	<input type="checkbox"/> Purchased	<input type="checkbox"/> ACX <input type="checkbox"/> Other: _____

Do you need to purchase more ISBNs from Bowker (or your country's agency)?

☐ Yes ☐ No ☐ Already purchased a block

PART 2: Copyright Status

Have you registered your copyright with your national authority?

☐ Yes ☐ Not yet ☐ Planning to soon

If U.S.-based, have you submitted to www.copyright.gov?

☐ Yes ☐ Not yet

Date you submitted your registration: _____

Copyright Registration Number (if known): _____

Planned copyright notice for your book:

© _____ [Your Name]. All rights reserved.

PART 3: Legal Page Builder

Use these prompts to draft the legal pages for your book:

1. Copyright Page

- ☐ Title
- ☐ Year
- ☐ Author Name
- ☐ "All rights reserved" statement
- ☐ ISBN
- ☐ Publisher (optional)
- ☐ Edition and print info (e.g., "First edition")
- ☐ AI usage statement (if applicable)

2. Disclaimer (especially for nonfiction, memoir, or advice content):

- ☐ Legal advice disclaimer
- ☐ Health or financial liability disclaimer
- ☐ "This book is for informational purposes only..." statement



3. Dedication & Acknowledgments:

Write your dedication:

Optional acknowledgments section:

PART 4: Rights and Distribution Plan

Will you be self-publishing or signing with a publisher?

☐ Self-publishing ☐ Traditional ☐ Hybrid or assisted

Distribution Strategy:

- ☐ Amazon KDP Select (exclusive eBook)
- ☐ Wide eBook distribution (e.g., Draft2Digital, Apple Books, Kobo)
- ☐ Print-on-demand (KDP, IngramSpark)
- ☐ Library/Academic outreach

Have you read and understood the terms of service for each platform?

☐ Yes ☐ No ☐ Need to review

Do you retain full rights to your content?

☐ Yes ☐ Not sure—need to verify

PART 5: Final Legal Prep Checklist

Task	Done?
ISBNs assigned and recorded	<input type="checkbox"/>
Copyright registered (or plan in place)	<input type="checkbox"/>
Legal disclaimers drafted	<input type="checkbox"/>
Copyright page finalized	<input type="checkbox"/>
Dedication and acknowledgment sections written	<input type="checkbox"/>
Rights and distribution strategy confirmed	<input type="checkbox"/>