

CHECKLIST { Is your manuscript ready to publish?

Have you done everything you can to prepare your book for publishing? Before handing your manuscript over for design and formatting, complete these steps. *Bare minimum recommendations in purple.*

1

DEVELOPMENT

- Outline plot points.
- Workshop with peers.*
- Revise, cut and expand on authorly authority.
- Share with "beta" or "review" readers.
- Revise and rewrite based on input.

2

EDITING

- Self-edit for basic grammar and spelling errors.
- Read out loud to catch clarity issues.
- Professional developmental edit - *Chapter-level. Focuses on story development, character, pacing, etc.*
- Professional manuscript review - *Review of entire manuscript with notes provided. May focus on content, improvements and marketability.*
- Professional copy edit - Sentence and paragraph level. Focuses on grammar, spelling, punctuation, and other mechanics of style. Consistency in tone and style. Clarity.*

3

FINAL REVIEW

- Run spell check and read through out loud once more.*
- Double check table of contents, chapter titles and section headings.*
- Professional Final proofread - *Focus on grammar, spelling and basic formatting.*