

# Editing ✓ Checklist

Provided by Stacy Ennis. Download a digital copy at [StacyEnnis.com/author-resources](http://StacyEnnis.com/author-resources).

Use this checklist to help determine the levels of editing you need and discuss needs and expectations with your editor. While this list isn't comprehensive and your individual needs will vary, it's a good starting place. Check (✓) all that apply.

## Developmental Editing

Before beginning my manuscript, I need help with:

- Getting started
- Brainstorming and developing ideas and concepts
- Determining audience and purpose
- Developing an outline and planning
- Staying motivated and moving forward in the book-writing process
- Checking my progress and ensuring I'm staying focused and on track

## Substantive (Content) Editing

After writing my manuscript draft, I need help with:

- Making sure the structure and flow are effective
- Checking for gaps in logic
- Ensuring transitions work between paragraphs, chapters, and ideas
- Evaluating tone to make sure it aligns with my intended audience and doesn't alienate readers
- Identifying areas that need work, along with feedback and suggestions for revision

## Copyediting

After revising my manuscript draft, I need help with:

- Formatting my manuscript for design
- Editing for grammar, syntax (word order), punctuation, capitalization, parallelism, and spelling
- Identifying areas that need clarification or revision
- Checking for alignment with the chosen style guide
- Checking for consistency (e.g., between the table of contents and chapter/section titles, font types and sizes, and use of terms)

## Proofreading

After my manuscript is in its final version and prior to design, I need help with:

- Catching errors, including grammar, spelling, capitalization, and word use
- Rechecking for consistency (e.g., between the table of contents and chapter/section titles, font types and sizes, and use of terms)

After my manuscript has been designed, I need help with:

- Verifying that the entire manuscript has been placed into the designed document
- Checking characters and formatting for errors that may have occurred during book design
- Verifying that images/tables are present when mentioned in the text
- Catching typos that weren't caught pre-design, including grammar, spelling, capitalization, and word use

***The Editor's Eye: A Practical Guide to Transforming Your Book from Good to Great*** is your no-nonsense guide to the book-editing process. Brimming with examples and case studies from interviews with 20 industry experts, editors, and authors of fiction and nonfiction books, *The Editor's Eye* takes you through the editing basics. It offers useful advice on hiring and negotiating with an editor and explains invaluable self-editing techniques that writers can make part of their writing routines.

For more on writing and editing, visit [StacyEnnis.com/blog](http://StacyEnnis.com/blog)

