



Pre-Editing Tips for Manuscript Submissions

Title:

- Is it suitable?
- Is it not too long?
- Is it appealing?

Introduction:

- Does it catch the interest and appeal to the reader?

Organization:

- Do you avoid redundancy?
- Is the presentation of the book crisp and understandable?
- Did you use titles and headings to help convey your message?
- Is your book organized into logical parts (introduction, chapters, appendices, etc.)?
- Is your manuscript at least 10,000 words?

Credibility:

- Is your book based on fact?
- Are the facts current?
- Have you shunned issues that can be quickly outdated?
- Are spellings of names and places correct?
- Are web site addresses up-to-date?
- Is all non-original material given proper credit or citation?
- Did you include a bibliography or other list of references if necessary?

Sentences:

- Do they have various lengths?
- Does their structure fluctuate?

Paragraph Breaks:

- Does your manuscript have numerous paragraph breaks?
- Have you avoided long paragraphs that are unpleasing to the eye?
- Did you use the enter key in your word processing program only at the end of each paragraph?

___ Did you avoid indenting paragraphs with the space bar in your word processing program?

Conclusion:

___ Does the conclusion include information from the text to tie it together?

___ Rather than ending suddenly, does the story or text resolve?

Spelling:

___ Did you use a computer's spell-check feature?

___ Did you check any uncertain words in the dictionary?

Punctuation:

___ Did you vary types of punctuation (colons, semicolons, dashes, parentheses, etc.)

___ Does it enhance the text?

Grammar:

___ Did you use correct grammar?

___ Did you avoid using plural verbs with singular nouns, etc.?

___ Did you include appropriate use of slang (this is OK)?

___ Did you use a consistent tense?

Consistency:

___ Are all abbreviated words abbreviated throughout?

___ All spelled-out words spelled-out throughout?

Presentation:

___ Did you avoid using *italic*, underline, **bold**, and CAPS too much?

___ Does your writing express yourself in a unique style?

___ Is your manuscript clean and not "dirty" or marked up?