Prepare Your Manuscript for Editing Checklist

Using this checklist before sending your manuscript will make your editor's job smoother and more efficient—a simple, easy way to show you've prepared thoughtfully.

Present your manuscript well.

○ My chapter headings, paragraph spacing, and fonts are consistent throughout.
○ I have no rogue formatting, unexplained spacing, or visual distractions.
○ My manuscript is in a Word document, 12-pt readable font (e.g., Times New Roman) double-spaced.

Files labeled clearly.

○ I have one clearly named manuscript file (no "Final_FINAL3_ReallyFinal").

Remove any distractions.

○ All my double spaces, notes to self, comments, or placeholders have been removed.

A message to your editor.

○ I have drafted a brief note, ready to send, including any tricky spots or sensitivities.
○ My style preference is noted (US/UK spelling, style guide if applicable).

Final step.

○ My manuscript is complete and ready for a final-stage edit (no active rewriting is underway).