

# Before You Send Your Manuscript for Editing

If you're not always sure what to double-check before sending your manuscript, this is a simple place to start and it makes a noticeable difference—both in how smoothly your edit begins and how fully I can stay in your story.

## Presentation

- My chapter headings are consistent.
- I have no rogue formatting, unexplained spacing, or visual distractions.
- My manuscript is easy to read (standard font, consistent spacing).

## Files labeled clearly

- I have one clearly named manuscript file (not 'Final\_FINAL3\_ReallyFinal').

## Remove any distractions

- I've cleared out double spaces, notes to myself, comments, or placeholders.

## A message to your editor

- I've written a short note to go with my manuscript (noting any tricky spots or preferences).

**FLP**

Fine Line Proofs  
copyeditor & proofreader