Manuscript Preparation Checklist

Prepare your manuscript before editing or publishing.

CONTENTS

The draft 1
The file 1
Your notes 1
Return to The Harbor 2

The draft

- [ ] **The story is complete from beginning to end**
- [ ] **You have read it through at least once yourself**
- [ ] **Chapters or sections are clearly marked**

The file

- [ ] **One document, saved in Word or Google Docs**
- [ ] **A readable font and consistent spacing**
- [ ] **Page numbers and a working title**

Your notes

- [ ] **A short summary of the book**
- [ ] **Who the book is for**
- [ ] **Any questions or worries you want an editor to look at**

Return to The Harbor

When your checklist feels mostly complete, the Editing Door in Story House shows the ways editing can help.

Open this Library guide >

Visit the Library >

Your notes (editable in a PDF reader that supports forms)

Every story has a different journey. When you are ready for personal guidance, The Harbor is here to help you discover your next step. Your PDF notes stay in this personal copy.