



## **Author's Starter Toolkit**

### **Manuscript Readiness Checklist**

**Before submitting your manuscript, check each box below:**

- Title page includes book title, author name, and subtitle (if any)
- Chapters are clearly numbered and titled
- Consistent font and spacing throughout
- Spellcheck and grammar check completed
- Front matter included (dedication, acknowledgments, preface, etc.)
- Back matter included (about the author, references, resources, etc.)
- Word count fits within your genre's standard range
- Manuscript saved in DOC, DOCX, or PDF format
- Final review: manuscript is polished and ready for submission

**Notes:**

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## **Author's Starter Toolkit**

### **ISBN / LCCN / Copyright Quick Guide**

#### **ISBN (International Standard Book Number)**

Each format of your book has its own ISBN (hardcover, paperback, eBook)

ISBN listed on copyright page and barcode included

#### **LCCN (Library of Congress Control Number)**

Book has 50+ pages (required)

LCCN application submitted, and number assigned

#### **Copyright**

Manuscript automatically protected upon creation

Registration filed with the U.S. Copyright Office for legal proof

Copyright notice included on copyright page

#### **Notes:**

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## **Author's Starter Toolkit**

### **Self-Editing Worksheet**

#### **Step 1: Read for Clarity**

- Read aloud to check flow
- Eliminate unnecessary words/repetitions
- Confirm tense, voice, and perspective are consistent

#### **Step 2: Check Dialogue**

- Dialogue sounds natural
- Punctuation is correct
- Speaker tags are clear

#### **Step 3: Verify Content**

- Facts, dates, and names are accurate
- Chapter openings and endings are engaging
- Formatting (headings, subheadings, margins) is consistent

#### **Step 4: Final Prep**

- Areas for revision noted
- Manuscript ready for editor review

#### **Notes:**

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