

FULL *Manuscript* CHECKLIST



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|---|---|
| <input type="checkbox"/> Front Cover | <input type="checkbox"/> "Praise For" Page(s) |
| <input type="checkbox"/> Title Page | <input type="checkbox"/> Poem Page |
| <input type="checkbox"/> Copyright Page | <input type="checkbox"/> Letter to Reader |
| <input type="checkbox"/> Inserted Blank Pages | <input type="checkbox"/> Brand Page |
| <input type="checkbox"/> Preface | <input type="checkbox"/> Photo Pages |
| <input type="checkbox"/> Table of Contents | <input type="checkbox"/> About the Author Page |
| <input type="checkbox"/> Dedication | <input type="checkbox"/> Other Books By This Author |
| <input type="checkbox"/> Introduction | |
| <input type="checkbox"/> Copyright Registration | |
| <input type="checkbox"/> Editor's note | |
| <input type="checkbox"/> Endorsement Pages | |



HELPFUL

samples

Copyright page Sample

STATEMENT OPTION:

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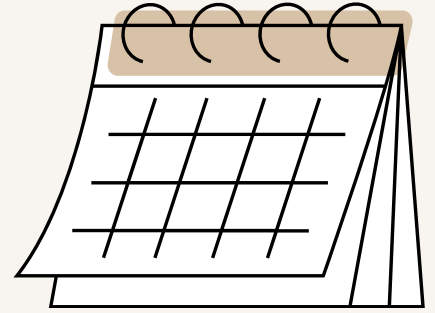
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ISBN: (13-DIGITS)

COMPLETE THE COPYRIGHT PROCESS BY REGISTERING A COPYRIGHT CLAIM WITH THE GOVERNMENT. View [this video](#) for a walkthrough of the process.

Timeline

CHEATSHEET



1

Writing Non-fiction: research can lengthen the process, but once you get to the writing phase, plan for a minimum of six months to one year after initial research is completed.

2

Writing Fiction: research is also involved in fiction, but typically comes before writing. Plan for a minimum of six months.

3

Writing Children's Books: writing a children's book can be done in one sitting if you're inspired! But don't get too hasty. Illustrations and editing can be a lengthy process. Set a reasonable goal of six months!

4

Writing Journals or "Tips and Tricks" books: this can be the quickest path to publishing! You'll still need editing and proofreading, so plan for a minimum of three months!

5

Editing: finding a good editor is key! Working with a professional editor should be done after you have written several drafts and gone through beta reading. Allow for a 2-3 month editing process.

6

Proofreading: proofreading comes after developmental editing and is the final phase! Allow for one month of final edits!