



MANUSCRIPT EDITING QUESTIONNAIRE

1. Describe the manuscript:

2. Where are you in the writing process?

3. How many words currently?

4. Are you hoping to publish or self-publish?

5. What editing step are you considering?

Substantive: Setting goals, manuscript organization, overall structure, creating chapters and subsequent order, identifying target audience.

Copyedit: Review to improve accuracy, readability, style, flow, grammar, punctuation, consistency.

Proofreading: Final step in editorial process looking for typos or formatting errors.

Any other comments: