

# GETTING STARTED

*editing your book*



# QUESTIONS TO ASK YOURSELF

01 WHAT ARE MY BOOKS STRENGTHS?

02 WHAT ARE MY BOOKS WEAKNESSES?

03 ARE THERE ANY AREAS I AM CONCERNED ABOUT?

04 DO I FEEL LIKE THE STORY IS COMPLETE AS IS?

05 WHAT CONCERNS DO I HAVE FOR THOSE READING MY BOOK?

06 WHAT KIND OF FEEDBACK DO I MOST NEED FOR MY BOOK?

07 WHAT KIND OF EDITING IS NEEDED FOR MY BOOKS CURRENT STATE?

08 WHAT KIND OF EDITING IS NEEDED FOR MY BOOKS CURRENT STATE?

09 WHAT KIND OF EDITING IS NEEDED FOR MY BOOKS CURRENT STATE?

10 AM I READY TO EDIT, OR DO I NEED TO WRITE FURTHER?



# Editing Phases

## Checklist

	▼
<h3>Editing Phase</h3>	
<input type="checkbox"/>	Manuscript Draft Completed
<input type="checkbox"/>	Critique Partner(s)
<input type="checkbox"/>	Alpha Reader(s)
<input type="checkbox"/>	Manuscript Evaluation
<input type="checkbox"/>	Developmental Edit
<input type="checkbox"/>	Beta Reader(s)
<input type="checkbox"/>	Copyedit
<input type="checkbox"/>	Proofread

### Priority List

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### Notes

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# editor contact list

Name  \_\_\_\_\_

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# Questions to Ask

## Critique Partners

Use these items as a starting point when working with a critique partner

### World

- Is the world consistent?
- Is the world believable?
- Are there enough descriptions?
- Does the world make sense for the story?
- Does the plot fit the world?

### Characters

- Are the characters likable?
- Are the characters consistent?
- Are the characters actions believable?
- Which characters could use improvement?
- Do the characters relationships work?

### Plot

- Does the plot make sense?
- Is the plot consistent?
- Does the conflict make sense?
- Are the characters responses to the conflict believable?
- Are there any plot holes?

### Prose

- Is the prose clean or flowery?
- Are there any repetitive phrases? Words? Cliches?
- Are any elements overused?
- Does the prose flow?
- Do the word choices match the character/setting/plot?

# Questions to Ask

## Critique Partners

Use this page to enter your own items below

### World

<input type="checkbox"/>	_____

### Characters

<input type="checkbox"/>	_____

### Plot

<input type="checkbox"/>	_____

### Prose

<input type="checkbox"/>	_____

# Questions to Ask

## Alpha Readers

Use these items as a starting point when working with an alpha reader

### World

- Was the world memorable to you?
- Were the descriptions depictive enough?
- Is the world believable (if not based on a real place)?
- Were there any descriptions of the world you liked? Didn't?
- Are there any parts of the world that need more verbiage?

### Characters

- Did you like the main character(s)? Why?
- Were the characters actions believable for the plot?
- Were there any characters you felt could use improving?
- Were the characters motivations clear?
- Do the characters relationships work?

### Plot

- Was the plot engaging and interesting enough for you?
- What areas did you feel you lost interest, if any?
- Does the plot make sense to you?
- Were there any plot holes or discrepancies you noticed?
- Did the ending meet your expectations? Why or why not?

### Prose

- Did you enjoy the writing style? Why or why not?
- Were there any repetitive phrases? Words? Cliches?
- Do you feel like the writing style matched the genre?
- Does the story and prose flow well?
- How would you describe this writing style?

# Questions to Ask

## Alpha Readers

Use this page to enter your own items below

### World

<input type="checkbox"/>	_____

### Characters

<input type="checkbox"/>	_____

### Plot

<input type="checkbox"/>	_____

### Prose

<input type="checkbox"/>	_____

# Questions to Ask

## Beta Readers

Use these items as a starting point when working with a beta reader

### World

- Did you enjoy the world the story takes place in?
- Did you get a clear picture of the world being built?
- Do you think a reader would want to learn about this world?
- Were there any weaknesses in the world building?
- Were there any strengths in the world building?

### Characters

- Which characters did you like most? Ones you didn't like?
- Were there characters that were intentionally unlikeable?
- Which characters, if any, could use improving?
- Were the characters motivations clear?
- Do the characters relationships work?

### Plot

- Did the plot hook you in? Did it keep you invested?
- What areas did you feel you lost interest, if any?
- Were there any plot holes or discrepancies you noticed?
- Did the ending meet your expectations? Why or why not?
- Would you rewrite the ending if you could? Why or why not?

### Prose

- Did you enjoy the writing style? Why or why not?
- Were there any repetitive phrases? Words? Cliches?
- Do you feel like the writing style matched the genre?
- Does the story and prose flow well?
- Would other readers enjoy this writing style? Why or why not?

# Questions to Ask

## Beta Readers

Use this page to enter your own items below

### World

<input type="checkbox"/>	_____

### Characters

<input type="checkbox"/>	_____

### Plot

<input type="checkbox"/>	_____

### Prose

<input type="checkbox"/>	_____

# Self Editing

## Checklist

If you're self-editing, here are a few editing things to keep an eye out for



- |  |   |
|--|---|
| <input type="checkbox"/> No run-on sentences                                 | <input type="checkbox"/> Tense is used consistently                       |
| <input type="checkbox"/> Everything capitalized or lower cased appropriately | <input type="checkbox"/> Chapter numbers correct                          |
| <input type="checkbox"/> Quotation marks used accurately                     | <input type="checkbox"/> Page numbers correct                             |
| <input type="checkbox"/> Active voice is used                                | <input type="checkbox"/> Pacing flows naturally                           |
| <input type="checkbox"/> Sentences are complete                              | <input type="checkbox"/> Table of contents (if applicable) in right order |
| <input type="checkbox"/> Spelling correct                                    | <input type="checkbox"/> Punctuation correct                              |
| <input type="checkbox"/> Unnecessary words or phrases removed                | <input type="checkbox"/> Everything fact-checked                          |
| <input type="checkbox"/> Semicolons or colons used correctly                 | <input type="checkbox"/> Dialogue or action tags used appropriately       |
| <input type="checkbox"/> Apostrophes in right places                         | <input type="checkbox"/> Showing instead of telling verbiage              |



# *For More Information*

If you want to know more about the editing process, or are looking to hire an editor, visit the link below:

[www.think-ink-editorial.com](http://www.think-ink-editorial.com)

