





Writing Checklist No. 6  
Reviewing & Editing  
(Indie & Self-Publishing Authors)

 Name: \_\_\_\_\_

 Date: \_\_\_\_\_

☐ Most indie and self-published authors are on a budget, even with the convenience of ebooks. Even with limited resources, it is you the writer who must review and edit your book. You must determine what is the most feasible and cost-effective manner in order to achieve this. Decide what option best suits you:

☐ Review and edit with trusted friends or family. Explain the importance of confidentiality.

☐ Use proofreading software. This goes beyond spelling in your plain text document. Oft-times words may be spelled correctly but it has improper word usage due to similar sounds or auto complete. Your sentences must make sense, have subject-verb agreement, and not contain quotation marks, or other punctuation marks where they should not be. Research free advanced grammar programs online.

☐ Hire a copyeditor. This option is the most expensive, but if you have the budget for it, use it. Research your options, whether you hire these professional proofreaders from established companies or freelancers. In either case, they likely have disclaimers concerning the amount and level of review they will perform. Even with these they are not able to catch every mistake. You must decide whether this option is cost-beneficial for you. You may decide to use those funds for a customized bookcover for example.

☐ If you chose either the first or second option above, know that you the writer will likely have to review your book manuscript draft again. One sort of advice which holds true is to take time from your draft before reading through or reviewing it again. Note the date you first completed your book and how much time you think you need before returning to it.

☐ I completed my book manuscript on or by Date: \_\_\_\_\_

☐ I will review my draft again on or by Date: \_\_\_\_\_

☐ I have decided that my book needs more editing. I will review my book manuscript on or by Date: \_\_\_\_\_

☐ There are a few different aspects of editing an author should note. Having a checklist will allow for you to keep track of what you focused on in your review.

☐ I have reviewed and corrected misspellings and grammar.

☐ I have reviewed and corrected for incorrect spacing (between words, sentences and each typewritten line).



☐ I have reviewed and corrected any misplaced characters' names or places to avoid confusion nor misreading of my storyline.

☐ I have double-check the margins to ensure they are even and comply with industry standards.

☐ I have ensured that any depictions, images or object names not of my own creation is either licensed, within the public domain or is open source or otherwise properly attributed. This includes acknowledging your bookcover designer in your front matter.

☐ I have cross-referenced any of my prior works of fiction in either the front and back matter.

☐ I have included an About the Author page. NOTE: that this is not a comprehensive list of what you should include in your front and back matter. Refer to IPBA's checklist.<sup>1</sup>

☐ For indie and self-published authors, it is especially beneficial to focus on your ebooks. They allow for you to correct your manuscripts without limitation. However, you must familiarize yourself with their policies to ensure you have uploaded a compliant file. This is part of reviewing your manuscript as well.

☐ I have properly converted my plain word text file to a proper format compatible for e-readers.

☐ My file is \_\_\_ epub \_\_\_ mobi \_\_\_pdf \_\_\_ Other

☐ My file is most compatible with: \_\_\_ Kindle e-reader \_\_\_ Barnes and Noble Nook \_\_\_ an iPad \_\_\_ a laptop or desktop computer \_\_\_ Other

☐ Reviewing the exterior (bookcover) is nearly as important as the interior (content). Examine your bookcover:

☐ I have checked that my bookcover image has no watermarks or contain any unintended objects.

☐ I can confirm that my bookcover files are the appropriate resolution for upload on ebook platforms.

☐ I can verify that my bookcover image does not contain words or images that may violate the terms and conditions on various ebook platforms.

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<sup>1</sup> See <https://www.ibpa-online.org/page/standards-checklist-download>