

Editing and Revision Checklist

A four-pass workflow for structural revision, chapter improvement, consistency, copyediting, and final proofing.

Pass 1: Structure and purpose

- The book fulfills its stated purpose.
- The chapter order is logical for the intended reader.
- Important topics are complete and unnecessary detours are removed.
- Introductions and conclusions accurately represent the finished book.
- The pacing gives major ideas enough space without repetition.

Pass 2: Chapter-level revision

- Each chapter has one primary function.
- Openings establish relevance quickly.
- Subheadings help navigation without fragmenting the prose.
- Examples and stories clarify the main point.
- Transitions connect sections and chapters.
- Conclusions reinforce significance or application.

Pass 3: Clarity and consistency

- Long or confusing sentences have been revised.
- Vague references and unexplained terms have been clarified.
- Tone and author voice remain consistent.
- Names, dates, titles, capitalization, numbers, and terminology follow a style sheet.
- Repeated phrases and ideas have been reduced.

Pass 4: Copyediting and proofing

- Grammar, usage, punctuation, spelling, and citations have been reviewed.
- Quotations and facts have been verified.
- The final laid-out pages have been proofread separately from the manuscript.
- Headers, footers, page numbers, spacing, images, and blank pages have been checked.
- Corrections have been rechecked after new files were generated.

Priority corrections

Important: This worksheet provides general publishing guidance. Requirements, platform policies, and project needs may change. Verify current requirements before final publication.