

Manuscript Readiness Checklist

Confirm that a manuscript is complete, reviewed, rights-cleared, and stable enough for professional production.

Manuscript foundation

- The title, subtitle, author name, and contributor information are consistent.
- The intended audience and purpose are clear.
- The manuscript has a complete beginning, middle, and conclusion.
- Every chapter has a distinct purpose.
- Major gaps, duplicated chapters, and placeholder notes have been resolved.

Editorial readiness

- The manuscript has received a full structural review.
- Repeated ideas and unnecessary filler have been reduced.
- Tone, terminology, names, dates, and capitalization are consistent.
- Quotations and facts have been checked against reliable sources.
- The author has reviewed and approved major revisions.
- A final copyedit and proofreading plan has been identified.

Rights and source material

- The author owns or has permission to use all material in the manuscript.
- Photographs, artwork, lyrics, letters, and long quotations have been reviewed for permission needs.
- Bible translation or other licensed-text requirements have been checked.
- Sensitive claims involving real people have been reviewed carefully.
- Source and permission records are stored with the project.

Production readiness

- Front matter and back matter are complete.
- The desired editions and formats have been chosen.
- Trim size, color, paper, bleed, and image requirements are understood.
- Images have sufficient quality for the intended format.
- The manuscript is stable enough to begin layout without major rewriting.

Remaining issues before production

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