

EDITING CHECKLIST

- I have sent the final draft manuscript to my editor.
- My editor has explained to me the level of changes that will be made to my book, and I'm happy with this.
- I've spoken to my editor about 'styling' the text in my manuscript, so it's ready for layout.
- My editor has sent me my edited manuscript for review.
- I've checked the changes my editor has made and responded appropriately.
- I've answered any queries my editor had for me.
- I've sent the manuscript back to my editor.
- My editor has responded to any further queries I had.
- My editor has sent me the final edit of my book for me to check.
- I've checked the book again and made any final changes required.
- I've resolved any outstanding issues with my editor.

Copyright:

- There is no third-party material (text, images, graphs, etc.) in my book that may require permission for me to use.

OR

- There is third-party material (text, images, graphs, etc.) in my book that may require permission for me to use and I've discussed this with my editor.
- I've applied for the relevant permissions required.
- The relevant permissions have all been received or they have not been received and we have changed or removed the relevant material.

Other useful things to do at this point:

- Apply for your Cataloguing-in-publication entry with the National Library.
- Purchase your ISBNs. (You can purchase your barcode as well at this point, or your designer or printer may be able to provide this at little or no cost.)

Additional material to consider writing for your book:

- An acknowledgements or thank you page.
- A dedication.
- A list of further reading material you have referred to in the book.
- A list of useful websites.
- A list of other useful resources.
- A page promoting your business at the back of the book.