

Manuscript readiness checklist

Version 10 October 2026 · greenfieldpublishers.com

Mark each item REVIEWED, NEEDS ATTENTION, NOT SURE or NOT APPLICABLE.

This checklist identifies project questions. It does not assess the quality of your writing or certify platform acceptance.

1. MANUSCRIPT DEVELOPMENT

- ☐ Reader, purpose and genre are defined.
- ☐ Chapters have a coherent order and the draft is complete enough for the editing stage being commissioned.
- ☐ Sources, examples and factual questions are logged.
- ☐ The author knows which material will be excluded or revised.

Question to resolve: _____

2. EDITING AND AUTHOR REVIEW

- ☐ Developmental, line, copyediting and proofreading needs are separated.
- ☐ A current manuscript version and approximate word count are available.
- ☐ Revision rounds, reviewer responsibilities and approvals are defined.
- ☐ Unresolved tracked changes and comments are identified.

Question to resolve: _____

3. SOURCES AND PERMISSIONS

- ☐ Quotation, image and other third-party material is listed.
- ☐ Permission status and attribution requirements are recorded.
- ☐ Sensitive personal details have been reviewed appropriately.
- ☐ Uncertain facts or specialist questions are flagged for review.

Question to resolve: _____

4. FORMATS AND BOOK DETAILS

- ☐ Intended editions are chosen: print, ebook, audio or private copies.
- ☐ Title, subtitle, author name, description and contributor details agree.
- ☐ Identifier, imprint, publishing-account and upload responsibilities are included in the proposed scope where relevant.
- ☐ Cover and interior requirements have been checked for each format.

Question to resolve: _____

5. PROOFS AND HANDOFF

- ☐ The ebook will be checked in an appropriate previewer.
- ☐ The print interior and cover will be reviewed as their own files.
- ☐ An approval owner and correction process are agreed.
- ☐ Final file formats, source-file delivery and account access are clear.
- ☐ Platform requirements are checked again before upload.

Question to resolve: _____

BEFORE REQUESTING A PROPOSAL

Book type and intended readers: _____

Material available / current version: _____

Approximate word count: _____

Services needed: _____

Preferred timing / external deadline: _____

Questions the proposal should answer: _____

CURRENT PLATFORM REFERENCES

KDP paperback formatting: https://kdp.amazon.com/en_US/help/topic/G201834190

KDP ebook formatting: https://kdp.amazon.com/en_US/help/topic/G200645680

These references explain format-specific preparation and previewing.

They do not imply a relationship between Greenfield and Amazon.

Prepared with AI assistance. This original worksheet is a planning aid.

You may share an unmodified copy with this attribution and resource link.

Editing support: <https://greenfieldpublishers.com/services/book-editing.html>

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Find all templates and plan your next step: greenfieldpublishers.com/pages/author-resources.html