

Book Editing Checklist

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Characters

- Are the characters relatable and likable? If unlikeable, are they meant to be unlikeable?

- Is there a degree of reader empathy for the antagonist?

- Are the character's thoughts and actions well-written?

- Is the dialogue realistic and representative of the writer's personality?

- Are there too many characters?

Setting

- Are the time and place precise?

- Is the setting unique or too generic?

- Are the historical facts and places correct?

Chapters and Scenes

- How does the story move?

- Should some scenes be removed?

- Do you need slower or faster-paced chapters?

- Is the ending satisfying?

- Did the ending show a change in the characters?

Structural Editing

- Do the chapters make sense?

- How many POVs are needed?

- Are the prologues and epilogues relevant?

- Does the chapter flow smoothly onto the next one?

Line Editing

- Do the statements show correct sentence structures?

- Are the sentences understandable?

- Is sentence variety observed?

- Are unnecessary words removed?

- Are offensive words removed?

- Are weak verbs, adverbs, and adjectives removed?

- Is there too much jargon in the sentences?

- Are the tone and emotion consistent throughout the sentences?

- Are the cliches eliminated?

Copy Editing

- Are the spelling errors removed?

- Are repeated words, double spaces, and other typos eliminated?

- Are the grammar and mechanics adequately followed?

- Is correct punctuation observed?

- For non-fiction books, are the facts accurate?

- Is consistency observed in terms of spelling and punctuation?

- Does the piece of writing follow the recommended style guide?

Proofreading

- Are the remaining spelling, grammar, and punctuation mistakes fixed?

- Is the font style serif?

- Is the font style 12-point or larger?

- Are the margins consistent throughout each page?

- Is proper alignment observed?

- Is proper spacing observed?

- Are the page numbers accurate?

- Are there page breaks between chapters?
