

Barbara Mc Nichol Editorial

Quick-Start Planner for Editing Your Nonfiction Book or Ebook

This guide helps you organize your intentions and goals for your book so you can convey them to your editing team. Editors need this type of information to set the stage for your book project, perform editing that is on target with your goals, and do their best to meet your expectations.

Simply consider this a reflection of where you are with your book project at this moment. If you like, we can discuss how an expert editor can help you achieve your authorship dreams.

Return this completed guide to me for a complimentary Editing Strategy Session.
editor@barbaramcnichol.com.

Thanks, Barbara

What Your Book is All About

1. What is it about? Give an overview of your book's content.
2. Who is your nonfiction book's target audience?
3. What is your book's working title/subtitle?
4. To find your book online or in a bookstore, under which category or categories are people most likely to search for it?
5. What successful books (either within or outside your book's category) are good models for your book?

What Editing Results You Can Expect

6. Which of these results do you expect from working with an editor? Check all that apply to editing your book and other projects.

- Preserve your voice.
- Improve expression of the writing in clear, succinct ways.
- Correct grammar, spelling, syntax, and minor sentence structure problems.
- Ensure continuity, logic, and consistency of the writing.
- Eliminate jargon, wordiness, redundancies, etc.
- Add/change chapter titles and subheads to strengthen their impact.
- Adjust format so it's consistent with standard publisher requirements.
- Ask questions to clarify writing and embed suggestions for additional points.
- Bring artistry and persuasion, clarity and consistency to your writing.
- Other _____

Current Status of Your Book

7. What is the status of your manuscript now? Note all that apply.

- early conceptual stages
- have an outline at this point
- have a Table of Contents and Chapter Summaries
- writing the chapters is still in process
- writing all chapters is complete and ready for editing
- all front matter/back matter is still in process
- all front matter/back matter is complete and ready for editing

8. What length is your manuscript currently?

_____ pages or _____ words

What length do you expect it to be when you've completed your writing?

_____ pages or _____ words

Budgeting and Next Steps

9. The type of editing authors look for is often reflected in the budget set aside for editing. Please note which most closely fits your editing needs.

___ I will do most of the editing myself and have an editor check the final draft. My budget for this is _____ or _____ not sure.

___ I want to hire an editor to completely edit and proofread my manuscript. My budget for this is _____ or _____ not sure.

___ I seek a complete multi-project editing package; I'm striving to create a dynamic book that compares to the best in my field. My budget for this is _____ or _____ not sure.

Would you like to move forward with an **Editing Strategy Session**? In it, we'll address the best strategies and options for editing your manuscript. I'll also describe how the services of Barbara McNichol Editorial can support you. Together, we can determine if we have a match for achieving your authorship dreams.

Email your responses to these questions to editor@BarbaraMcNichol.com and we'll set a time for your complimentary **Editing Strategy Session.** Not sure what to expect? I'll send you a **Preparation Guide** to get us on the same page.

Barbara McNichol Editorial provides expert editing of articles, books, and book proposals for authors, speakers, and entrepreneurs. Over the past 19 years, she has placed more than 280 books on her editing "trophy shelf."



Barbara helps writers of all kinds improve their skills through her monthly ezine *Add Power to Your Pen*. She has also created *Word Trippers: The Ultimate Source for Choosing the Perfect Word When It Really Matters*. This handy word choice guide is available at Amazon.com (print and Kindle formats).

You can contact Barbara directly at 520-615-7910 or editor@barbaramcnichol.com. Please review her services and portfolio at www.BarbaraMcNichol.com. Be sure to visit her blog—Editing Angles for Nonfiction Authors—at www.nonfictionbookeditor.com and connect on LinkedIn, Facebook, Twitter, and Google+.

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