Custom Solutions For Dummies

Reviewing Your Manuscript: A Client Review Checklist

Your project manager will provide you with detailed instructions on what to do when it's time to review your manuscript, but if you're ever in doubt, this handy checklist can help guide you through the process!

☐ Check the schedule

Review the schedule once you receive the manuscript and let the project manager know if you'll need more time to do your review.

☐ Confirm document format with your project manager

Plan to review the manuscript in a word processor. We'll send you the manuscript in Microsoft Word. We prefer that you use that too, but if you need to use an alternate, like Google Docs, let your project manager know as soon as possible.

☐ Always use track changes

Your project manager will send you the manuscript with track changes turned on. Please leave it on and do not accept or reject any changes.

☐ Consolidate edits and comments

We love it when you send the manuscript to all stakeholders to review! Be sure that you consolidate all the edit suggestions and comments from your team into one document.

☐ Make sure to include everyone with buy-in

It's easier for us to make changes at the manuscript stage rather than during layout. If large changes are required during layout, we will not be able to meet the deadline.

☐ Don't leave open-ended or unanswered questions

If questions for internal colleagues are added to the manuscript, make sure they are addressed before sending back the files. This will help avoid confusion and additional rounds of back and forth.

☐ Be mindful of page count

If you want to add text, you'll need to delete the same amount of content from somewhere else in the book so the page count doesn't change. Talk to your PM about large changes that might affect the page count.

REMEMBER *For Dummies* chapters are always an even number of pages.

☐ Send us your graphics

Will you be including screenshots, graphics, or images in your custom? If so, please provide us with those as soon as possible to avoid delays.

☐ Get your ad started early

You can include an ad on the inside back cover of your book. Ask the PM for the specs so that it's exactly the kind of file we need!

☐ Determine digital asset topics

Do you have any digital assets accompanying your book? If so, now might be a good time to think about what you'd like those to cover as we'll get started on them as soon as the manuscript is approved.

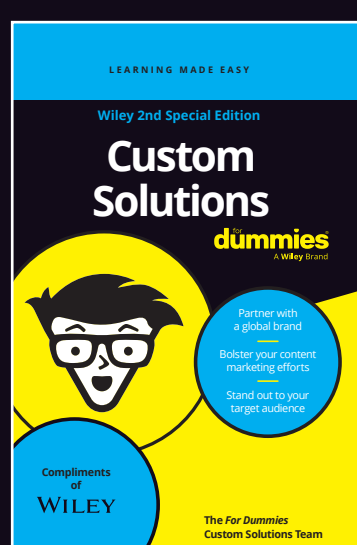### ☐ Be thorough in your final manuscript review

When reviewing the final draft of the manuscript files, make sure you are as thorough as possible. After you approve the files, making additional, larger changes in the layout stage may add time to the schedule and increase costs.

TIP Double check any hyperlink addresses. Cut and paste into a browser or check letter by letter.

If you have any questions, let your project manager know! We're happy to help you throughout your review to make this process as smooth as possible!