



PROOFREAD

- ☒ *Spelling*
- ☒ *Grammar*
- ☒ *Accuracy*





Checklist

- ☐ **Removed all extra spaces**
- ☐ **Checked for that/very**
- ☐ **Passive verbs more active**
- ☐ **All quotation marks outside of ending punctuation**
- ☐ **Verbs are strong & appropriate**
- ☐ **Dashes & ellipses are correct**
- ☐ **Final read (aloud)**



Questions to consider

Is the flow logical sentence to sentence and paragraph to paragraph?

Is the point of view consistent? If using more than one point of view, are the shifts indicated by space breaks or chapter breaks?

Was a final search done for character name consistency?

Have dialogue tags been checked to make sure they don't detract from the dialogue?

Questions to Consider



Have you gone through each chapter thoroughly?

Is the flow logical sentence to sentence and paragraph to paragraph?

Is the point of view consistent?
If using more than one point of view, are the shifts indicated by space breaks or chapter breaks?

Was a final search done for character name consistency?

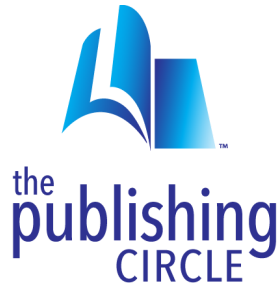
Have dialogue tags been checked to make sure they don't detract from the dialogue?

Did you run a basic spellcheck?

Have early readers looked over the book?

Congratulations!

The Publishing Circle acquires books in a variety of genres. You can learn more here: [ThePublishingCircle](#)



For those who choose to self-publish, be sure to visit The Publishing Authority. You can find it here: [ThePublishingAuthority](#)
More free downloadable material may be found there.



For more information about publishing, join The Publishing Circle's Facebook group, go here:

<https://www.facebook.com/groups/ThePublishingCircle>

There are frequent mini-trainings and you'll find fellow writers there, too!

