

# The Author Checklist: An Essential Guide for Writers



## Author Checklist

Use this checklist to make sure your publication is formatted correctly and is complete before opening a job in the job system. Check that each item listed has been addressed. The signed checklist should be uploaded to the job system along with the signed Peer-Review Approval Form (VCE-1003) and your job file. Completing this checklist will help to ensure a more efficient review.

### Before You Submit the Job

- Written permission has been obtained for previously published text, data, tables, graphics, and figures. By uploading these files, the author is indicating that the appropriate permissions have been obtained.
- The peer-review process has been completed, and suggestions/revisions from the reviewers have been incorporated into the publication.
- The department head or designated approval has signed the Peer-Review Approval Form (VCE-1003).
- Any co-authors or stakeholders who need to review/ approve the use of publication have signed off on the final version.

### General Formatting (see Basic Document Setup)

- There is a 1-inch margin on all sides, with one column of double-spaced text.
- The body of the document uses 12-point font except for larger headings/sub-heads.
- There is only one space between sentences and after colons.
- Left justification is used (never use full justification) with a blank line between paragraphs (no hard returns). Paragraphs are not indented or bulleted. The left margin has not been adjusted.
- Boldface is used for emphasis in no titles, all caps, small caps, or underlines. Italics are used only for species and genus names (Latin) and for the titles of books and journals in a reference list.
- No automatic formatting styles, automatic heading styles, or automatic bibliography/reference formatting have been used.

### Content

- The publication is written for the intended audience and does not assume knowledge readers might not have.
- All authors are listed under the title, one per line, with their job title, department, and organization.  
**Ex:** John Smith, Assistant Professor, Dairy Science, Virginia Tech  
**Ex:** Mary Jones, Extension Specialist, Horticulture, Virginia Cooperative Extension
- No more than four subheading levels are used, and each level is easily identifiable.
- Acronyms and abbreviations are listed in a minimum, and all are established in the text.

### Tables and Figures (see Graphic Elements)

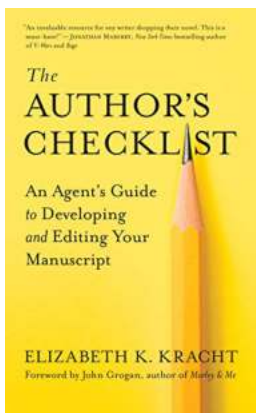
- Tables have been removed from the publication and put in a separate file called "name of publication.docx" one table per page, with the table number indicated above each.
- Figure files have been removed from the publication and each put in a separate file with the figure number in the file name (Name of publication\_L101).  
**Ex: VCE1003\_L101**
- Each table and figure is mentioned in the text and numbered consecutively in the order that they occur.  
**Ex: CHECK! TABLE 1 HERE**
- Table headings are typed above where table placement is indicated. The heading includes the table number and a description of the table.  
**Ex: CHECK! TABLE 1 HERE**

Being an author is an exciting and challenging journey. From nurturing a story idea to the final publishing process, there are numerous crucial steps that writers must take. In this comprehensive guide, we will explore the essential author

checklist, providing you with the necessary tools and knowledge to navigate your way through the writing process.

## 1. Conceptualizing Your Idea

Every great book starts with a captivating idea. As an author, it's essential to develop a compelling concept that will grab your readers' attention. Spend time brainstorming and refining your ideas, ensuring they have the potential to resonate with your target audience.



### The Author's Checklist: An Agent's Guide to Developing and Editing Your Manuscript

by Elizabeth K. Kracht (Kindle Edition)

★★★★☆ 4.7 out of 5

Language : English  
File size : 1089 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Word Wise : Enabled  
Print length : 240 pages



## 2. Conducting Thorough Research

Before diving into writing, it's crucial to conduct thorough research on your chosen topic. Gather relevant information, statistics, and historical facts that support your narrative or strengthen your arguments. This will bring credibility to your work and enhance its overall quality.

## 3. Outlining and Structuring

Organizing your thoughts and ideas is vital for creating a coherent and well-structured manuscript. Develop an outline that serves as a roadmap for your writing journey. Divide your content into chapters, sections, or segments to provide a clear structure that will make it easier for readers to follow.

#### **4. Writing and Editing**

Now comes the most significant part - writing! Dedicate time to put your thoughts onto paper or screen. Allow yourself to be creative and let the words flow. Once you've completed your initial draft, it's time to revise and edit. Be meticulous in eliminating grammar and spelling errors while refining your sentences and paragraphs for clarity and coherence.

#### **5. Seeking Feedback**

Receiving feedback from others is invaluable for any writer. Find a trusted group of beta readers or join writing communities where you can share your work and receive constructive criticism. Use feedback as an opportunity to improve your writing and gain different perspectives.

#### **6. Professional Editing**

Consider hiring a professional editor to review your manuscript. A fresh set of eyes can catch inconsistencies, plot holes, or structural issues that you may have overlooked. Professional editing ensures your work meets industry standards and enhances its overall readability.

#### **7. Creating a Stellar Book Cover**

They say not to judge a book by its cover, but in reality, a compelling book cover plays a significant role in attracting readers. Invest in a talented designer who can create a visually striking cover that represents the essence of your book.

## **8. Formatting and Typesetting**

The appearance of your book greatly impacts its readability. Pay attention to formatting and typesetting, ensuring your text flows smoothly, and fonts are legible. Consider hiring a professional formatter or use industry-standard software to achieve a polished final product.

## **9. Choosing a Publishing Route**

Deciding how to publish your book is a crucial step. Evaluate the pros and cons of traditional publishing versus self-publishing. Research publishing houses or explore self-publishing platforms to make an informed decision based on your goals and resources.

## **10. Marketing and Promoting Your Book**

Writing is just the beginning; marketing is essential to ensure your book reaches its target audience. Develop a marketing plan, including strategies for online promotion, social media presence, book signings, and collaborations with influencers. Engage with your readers and build a strong author brand to amplify your reach.

## **11. Engaging with your Readers**

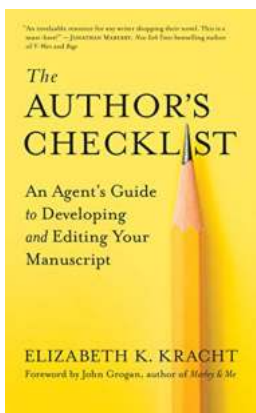
Your readers' support is invaluable. Establish connections with your audience through social media platforms, author websites, newsletters, and book clubs. Engage in meaningful conversations, respond to their feedback, and show appreciation for their support.

## **12. Continuing Self-Improvement**

As an author, your journey doesn't end with a single book. Continuously work on honing your writing skills, staying updated with industry trends, and expanding

your knowledge. Attend workshops, join writing groups, and never stop learning.

The author checklist is a roadmap that every writer can follow to ensure their writing journey is successful. By conceptualizing ideas, conducting research, refining the manuscript through editing, and effectively marketing their work, authors can navigate the complex world of publishing. Remember, great authors are never done learning and improving. Embrace the checklist, and embark on your own thrilling adventure as a successful author!



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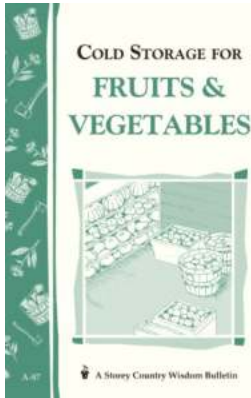
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### An Indispensable Guide for All Writers in All Genres

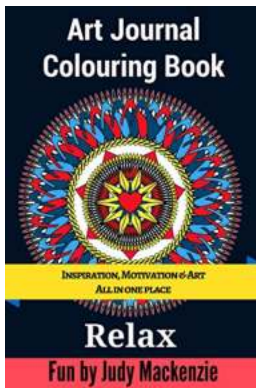
The bad news: even really good manuscripts have weak spots that are enough to garner rejections from agents and publishers. The good news: most of these problems are easy to fix — once the writer sees and understands them. After several years of evaluating manuscripts, literary agent Elizabeth Kracht noticed that many submissions had similar problems, so she began to make a list of the pitfalls. The Author's Checklist offers her short, easy-to-implement bites of advice,

illustrated by inspiring — and cautionary — real-world examples. Most aspiring authors yearn for a friend in book publishing. The Author’s Checklist is just that.



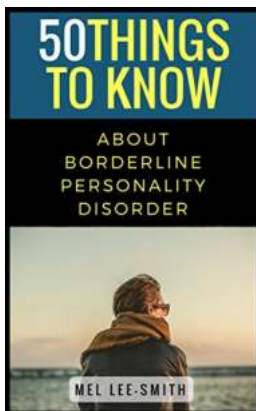
## The Ultimate Guide to Cold Storage for Fruits and Vegetables: Ensuring Freshness and Quality

When it comes to preserving the freshness and quality of fruits and vegetables, cold storage plays a vital role. Whether you are a farmer, a distributor, or a consumer,...



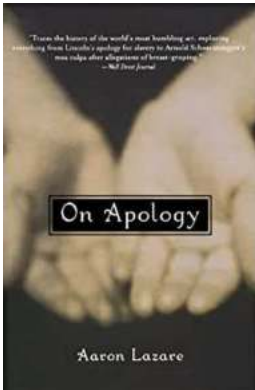
## Unlock Your Creativity with Art Journal Colouring: A Therapeutic Journey

Have you ever felt those moments when you are overwhelmed with emotions but struggle to express them? Or, have you found yourself in a creative slump, yearning for inspiration...



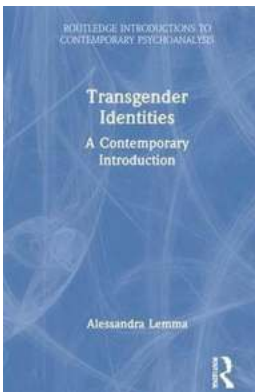
## 50 Things To Know About Borderline Personality Disorder

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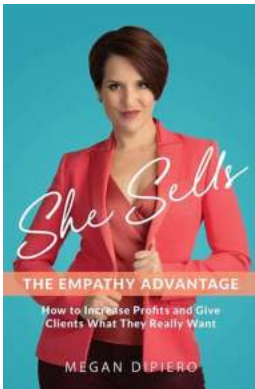
## The Power of Apology: Understanding the Works of Aaron Lazare

Apologies are a fundamental aspect of human relationships. They possess the incredible power to heal wounds, rebuild trust, and restore harmony. In the...



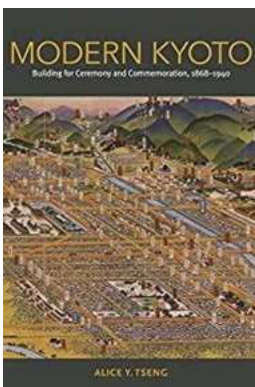
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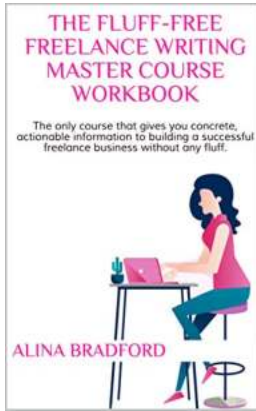
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