Editorial Project Questionnaire

Note: Please fill out as much of this questionnaire as you currently know. Don't worry if you can't answer everything—we'll have the opportunity to discuss and develop these elements together during our consultation. This is just a starting point to help us both understand your project.

Author Information

Full Name: _____ **Email:** _____ **Phone:** _____

Project Basics

Working Title: _____ **Subtitle (if applicable):** _____
Genre/Category: _____ **Approximate Word Count:** _____ (or)
Estimated Final Length: _____ **Current Completion Status:** □ Complete manuscript □ Partial draft □ Outline only □ Concept stage

Target Audience

Primary Audience: (check all that apply)

- □ K-12 Teachers/Educators

- □ Higher Education/Academic

- □ Business Leaders/Executives

- □ Career Changers/Job Seekers

- □ Self-Help/Personal Development Readers

- □ Parents/Caregivers

- □ Students

- □ Other: _____

Age Range: □ Children □ Young Adult □ Adult □ All Ages

Audience Knowledge Level: □ Beginners/Novices □ Intermediate □ Advanced □ Mixed Levels

Project Overview

Brief Description: (2-3 sentences summarizing your project)

_____
_____
_____

What problem does your book solve or what need does it fulfill?

_____

_____

What are 2-3 key takeaways you want readers to gain?

_____

1. _____

2. _____

3.

Structure & Content

Chapter Outline: (List chapter titles/topics - attach separate document if needed)

_____

1. _____

2. _____

3. _____

4. _____

5.

(continue as needed)

Does your manuscript include: (check all that apply) □ Illustrations/Images □ Charts/Graphs □ Tables □ Exercises/Worksheets □ Case Studies □ References/Bibliography □ Appendices □ Other: _____

Publishing Goals

Publishing Approach: □ Traditional Publishing □ Self-Publishing □ Academic Press □ Undecided

Publication Timeline: □ Flexible □ Within 6 months □ Within 1 year □ Other: _____

Have you previously published? □ Yes □ No If yes, please provide details: _____

Editorial Needs

What type of editorial assistance are you seeking? (check all that apply) □ Developmental Editing (structure, content, organization) □ Substantive Editing (refining content, clarity, flow) □ Copyediting (grammar, punctuation, consistency) □ Proofreading (final error check) □ Manuscript Assessment/Evaluation □ Query Letter/Proposal Development □ Other: _____

What are your biggest concerns about your manuscript?

_____

_____

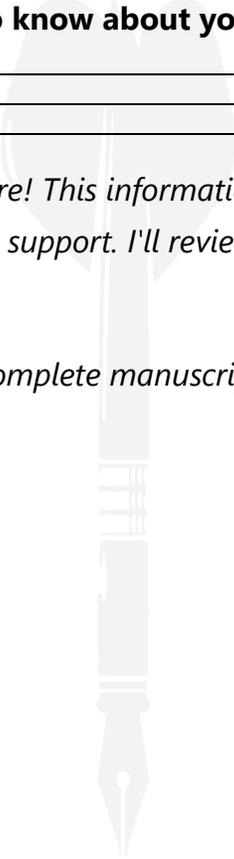**Are there any specific style guides you need to follow?** □ Chicago Manual of Style □ APA □ MLA □ Other: _____

Additional Information

How did you hear about my services?

_____

Any other information you'd like me to know about your project?

_____
_____
_____

Thank you for completing this questionnaire! This information will help me understand your project and provide the most appropriate editorial support. I'll review your responses and contact you to discuss next steps.

Feel free to attach sample pages or your complete manuscript when submitting this form.