

## **Welcome!**

I'm honored to join you on this journey.

Writing is a labor of love, and every author has something unique to say. Your life, background, experiences, and passions have all shaped you and brought you to this moment.

The opportunity to work with you is something I do not take lightly, and I understand that this process can be demanding. It's no small feat to pen the story you've dreamed up. I'm here to encourage you, to support you every step of the way, and to remind you that I believe in you.

Without further ado, let's do this!

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## **MANUSCRIPT MASTERY**

It's impossible to read your own writing with an objective lens—to step back, remove yourself from the position of author, and ask, “Is this any good?” Trust me, this is completely normal.

That's why I'm here—to assess your manuscript and help you feel confident that it's ready for the next step. Please note that I am not editing your book, but assessing it. To ensure we're on the same page, I'll outline the detailed process of what your manuscript review entails.

### **Manuscript Review**

The Manuscript Review provides an initial editorial pass of your book, highlighting strengths, areas for revision, and recommendations for potential follow-up editing to achieve a “publishable” level.

### **If you have a finished manuscript:**

- You submit your manuscript (including any notes you'd like me to keep in mind while reading).
- I review your entire manuscript at a high level, focusing on plot, flow, structure, voice, point of view, literary techniques, character development, and syntax. Note: I will only review your initial submission.

- I schedule the Manuscript Review call with you.
- Once I finish reading, I compile my notes into a writeup that includes:
  - An overview of the plot to ensure the primary intent of the author is effectively communicated.
  - Specific comments with examples from the manuscript to highlight both strengths and areas for improvement—how to emulate the former and suggestions for how to enhance the latter.
  - A recommendation for follow-on editing (developmental, copyediting, and/or proofreading).
- I submit your manuscript review writeup to you a few days before our scheduled call.
  - Please review the writeup before our call so you're prepared with any questions or comments.
- I host the call with you to discuss the writeup and answer any questions you may have. We'll also discuss my recommendation for follow-on editing for your manuscript.

#### **If you have a partial manuscript:**

- You provide your intent and plan for the unfinished portion of your manuscript as additional context while I review your submission.
- You submit your manuscript.
- I review your entire manuscript at a high level, focusing on plot, flow, structure, voice, point of view, literary techniques, character development, and syntax.
- We have an initial call where I provide direction and recommendations as you continue working to complete your manuscript.
- You'll finish writing the first full draft of your book, which may take a few weeks or several months.
- Once complete, you will submit your full manuscript to me, and we'll conduct the manuscript review process as outlined above.

#### **If you have multiple books in a series:**

- You provide context for your series for me to keep in mind while I read your submission. You can submit only ONE book for review, and it doesn't have to be the first. In this case, you would provide a summary of events from the earlier book(s).
  - You submit your full draft, and we'll conduct the manuscript review as outlined.
  - Note: If you wish to have all the books in your series go through this process, after an initial manuscript review with one book, we can discuss bundle options for reviewing your series.
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## COMMUNICATING WITH YOUR EDITOR

- Trello, a project management tool, is the platform we'll use for all communication.
- You'll receive an email with the login information to your Trello board. Once you've successfully logged in, you'll see relevant documents and due dates for your project. If you have any questions throughout the project, post a new message on the message board in Trello, and I'll get back to you within 1-2 business days.

## BUSINESS HOURS

- My official office hours are 9am to 3pm ET, Monday to Thursday, though I can schedule meetings outside these times as needed. Any questions or comments posted outside my standard office hours will be answered on the next business day.
  - As a U.S.-based freelancer, I will be officially offline for the following holidays:
    - April: Holy Thursday through Easter Monday
    - May: Memorial Day (last Monday of the month)
    - July 4th or the closest observed federal holiday
    - September: Labor Day (first Monday of the month)
    - November: Wednesday, Thursday, and Friday of Thanksgiving
    - End of the Year: Christmas Eve through New Year's Day
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## ACCESSING BONUS RESOURCES

- Bonuses will be available on Trello once payment has been received and after I've set up your account.
- Be sure to download them for lifetime access!

Here I'll detail the bonuses included in Manuscript Mastery:

- **Bonus #1: The World-Building 101 Guide + Workbook**
  - This guide is drawn from my years of experience.
  - It's perfect if you're struggling to develop certain aspects of your world or are unsure of what elements might be missing.
  - This guide covers everything from assessing your universe to establishing motifs for your story.
- **Bonus #2: The 5K in 5 Day Video Series**

- In this series, you'll learn how to write 5,000 words each week in just 32 minutes a day.
  - It's invaluable for authors wanting to increase their productivity.
  - It's accompanied by a step-by-step digital workbook, which you can use as you follow along.
  - I share my best writing hacks so that you can start writing MORE in LESS time!
- **Bonus #3: The Writing Tracker PDF**
    - Use this tool to track your Word Count as you write.
    - Writing a novel is a LONG process, and it's easy to feel like you're not making progress. Tracking your writing is SUPER important to staying motivated.
    - Tracking your writing ALSO helps you discover your BEST TIMES to WRITE! This way, you can better harness your creativity and maximize your productivity!
    - Fill it out on your computer, or print it out, and start using it immediately!
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## **IT'S GO TIME!**

Throughout every step of editing your manuscript, my goal is for you to feel heard and supported, and for your manuscript to receive the elite treatment it deserves. I'm honored to be on this journey with you.

Thank you for trusting me with your words.

Becca

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