

INITIAL AUTHOR CLEANUP LIST

This is literally a copy of my own personal clean up list, with some notes added (like this one). I've removed the Australianisms I usually have to hunt for, as I don't think the're a concern for most indies!

1. Set Language to English (US)
2. Search all xxx's and replace
3. Check for hidden links: Alt+F9, then search for HYPERLINK
4. Initial spell check

Search and fix these items:

"There's" for "there are"	Managed to
Absolutely	Mostly
Afterward for afterwards	Next
As always	Outwards → outward
At that moment	Prior to
Backwards -> backward	Proceeded to
Began to	Really
but	Simply
Completely	So to speak
Continued to	Started to
Damned -> damn	Suddenly
Decided to	Tee-shirt, tee shirt, teeshirt. -> T-shirt
Definitely	Terribly
Finally	To say the least
For some reason	Totally
Forwards -> Forward	Towards -> toward
Hopefully	Unfortunately
Inwards → inward	Upwards -> upward
Just managed to	Utterly
Just then	Very
Kept ____ing	Vise/vice
Like	visibly
Literally	Was able to

With that
Xxly-xxx (remove hyphen)
“-tion”
“-ence”
“-ship”
there was (passive)
as you know,
as we discussed,
Like I told you before
“So...” and “. So...”
Any more/anymore. One word for
time, two words for quantity
Lay/Lie...> “To lay” is to put
something in place. “Lay” is a transitive
verb, which means that it requires an
object. A hen can lay an egg. A mason
can lay bricks. A disciplinarian can lay
down the law. A child can correctly say,
Now I lay me down to sleep. It is
incorrect to say lay unless you also say
what is being laid.
Farther / Further Farther is talking
about a physical distance. “How much
farther is Disney World,
Daddy?” Further is talking about an
extension of time or degree. “Take your
business further by reading the
Productive Indie Fiction Writer.”
Xxx-year-old (needs hyphens)
Fewer / Less If you can count it, use
fewer. If you can't, use less

Formatting

Single and double quote marks -- be
sure they are curly
Tabs – none.
Em dashes -- no surrounding spaces;
cannot be double hyphens
Double spaces (between sentences or
words)
Trailing spaces (at end of paragraph)
Extra space preceding paragraph text

Chapter numbering -- check for
sequence

Read through

Read through as Word document and
correct as you go
Do quick and dirty epub format (calibre)
and upload
Read through for flow (as ebook)

Final corrections

Correct anything highlighted from read
through.
Spell check a last time.
Celebrate.