

ORGANIZING YOUR NONFICTION MANUSCRIPT

- Ensure your title or subtitle accurately and clearly explain what's inside.
- Create a title for each chapter.
- Find 4 similar books on Amazon, then skim over the cover copy, table of contents, and first chapter. Write down how your book is similar and different.
- Write 6-10 sentences describing your audience. Are you faithfully writing to them, or a different demographic?
- If someone from your audience asked, "What's in it for me?" How will you answer?
- If you could divide the book into 3 main parts, what would those be?
- Will each chapter address only one point or topic? Should it include sub-titles within each chapter?
- Create an outline.
- If it were a speech, would it flow logically? What needs to be re-arranged to ensure this?
- Stories or anecdotes are included in each chapter.
- Interviews from others have made the manuscript more robust.
- Have you considered sidebars, scriptures, famous quotes to enhance each chapter?
- Decide if you will end chapters with practical tips, challenges/assignments, or takeaways.
- Each chapter starts with a hook and ends with a cliffhanger.
- Decide which method you will use to stay organized (storyboards, Scrivener, etc.,).