

# Manuscript Preparation Checklist

## For Audiobook Narration

Kelly Jean  
Audiobook Narrator

### AUTHOR INFORMATION

Author Name: \_\_\_\_\_

Book Title: \_\_\_\_\_

Target Submission Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### MANUSCRIPT EDITING & PROOFREADING

- ☐ Manuscript has been professionally edited
- ☐ All developmental edits completed
- ☐ Line editing completed
- ☐ Copy editing completed
- ☐ Final proofread completed
- ☐ All typos, spelling errors, and grammatical errors corrected
- ☐ Consistency check completed (character names, timelines, details)
- ☐ Dialogue tags reviewed for clarity
- ☐ Chapter breaks are in the correct places
- ☐ Prologue/epilogue clearly labeled
- ☐ No placeholder text of [TK] markers remain

Notes: \_\_\_\_\_  
\_\_\_\_\_

## FORMATTING FOR NARRATION

- ☐ Manuscript is in a standard format (.doc, .docx, .pdf)
- ☐ Font is clear and readable (12pt, standard font)
- ☐ Double-spaced or 1.5 line spacing
- ☐ Page numbers included
- ☐ Chapter headings are clearly marked
- ☐ Scene breaks are clearly indicated
- ☐ No unusual formatting that could cause confusion
- ☐ Italics, bold, and emphasis are clearly marked
- ☐ Em dashes and ellipse are formatted consistently
- ☐ Internal thought clearly indicated
- ☐ Flashbacks/time jumps noted

Notes: \_\_\_\_\_  
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## CHARACTER INFORMATION

- ☐ Character Voice Brief completed for each main character
- ☐ Character names finalized (no last-minute changes)
- ☐ Character descriptions are consistent throughout
- ☐ Character ages and physical descriptions noted
- ☐ Character relationships clearly defined
- ☐ POV characters identified
- ☐ Accent requirements specified
- ☐ Voice differentiation needs noted

Notes: \_\_\_\_\_  
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## PRONUNCIATION GUIDE

- ☐ List of all character names with pronunciations
- ☐ List of all place names with pronunciations
- ☐ Fantasy/Sci-fi terms with pronunciations (if applicable)
- ☐ Foreign language phrases with pronunciations
- ☐ Unusual words or made-up terms defined
- ☐ Audio samples provided for complex pronunciations (if available)
- ☐ Pronunciation guide submitted to narrator

Notes: \_\_\_\_\_

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## CONTENT REVIEW

- ☐ Heat level confirmed and communicated to narrator
- ☐ Content warnings identified (if any)
- ☐ Trigger warnings noted (if any)
- ☐ Sensitive content flagged for narrator preparation
- ☐ Intimate scenes reviewed for clarity
- ☐ Violence or graphic content noted
- ☐ Emotional/difficult scenes identified

Notes: \_\_\_\_\_

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## PRONUNCIATION GUIDE

- ☐ Final word count confirmed
- ☐ Estimated finished hours calculated (word count / 9,300)
- ☐ Book cover finalized (square format for ACX)
- ☐ Author bio written (for opening/closing credits)
- ☐ Copyright year confirmed
- ☐ ISBN obtained (if required)
- ☐ ACX account created (if using ACX)
- ☐ Distribution platform decided

Notes: \_\_\_\_\_  
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## METADATA & MARKETING

- ☐ Book description written (up to 4,000 characters)
- ☐ Genre and subgenre identified
- ☐ Keywords/tags prepared
- ☐ Series information compiled (if applicable)
- ☐ Author name confirmed (as it will appear)
- ☐ Narrator name confirmed: Kelly Jean (Emily Rose for Romance)
- ☐ Sample chapters selected for voice development
- ☐ Marketing clip scenes identified

Notes: \_\_\_\_\_  
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## LEGAL & CONTRACTUAL

- ☐ Rights to product audiobook confirmed
- ☐ Contract with narrator reviewed and signed
- ☐ Payment terms agreed upon
- ☐ Timeline and deadline confirmed
- ☐ Revision policy understood
- ☐ Cancellation policy understood
- ☐ Distribution rights clarified

Notes: \_\_\_\_\_  
\_\_\_\_\_

## COMMUNICATION & COLLABORATION

- ☐ Client Intake Questionnaire completed
- ☐ Character Voice Brief submitted
- ☐ Pronunciation guide submitted
- ☐ Sample chapters identified
- ☐ Preferred communication method established
- ☐ Response time expectations discussed
- ☐ Milestone check-in preferences confirmed
- ☐ Emergency contact information exchanged

Notes: \_\_\_\_\_  
\_\_\_\_\_

## FINAL MANUSCRIPT SUBMISSION

- ☐ Final manuscript saved in agreed-upon format
- ☐ File named clearly: [BookTitle]\_[AuthorName]\_FINAL
- ☐ Backup copy saved
- ☐ All supporting documents prepared:
  - ☐ Character Voice Briefs
  - ☐ Pronunciation guide
  - ☐ Sample chapter list
  - ☐ Book cover
  - ☐ Author bio
- ☐ Manuscript uploaded to agreed-upon platform
- ☐ Narrator notified of submission
- ☐ Deposit payment made (if required)

Notes: \_\_\_\_\_  
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## LAUNCH PREPARATION

- ☐ Audiobook release date planned
- ☐ Marketing plan outlined
- ☐ Social media posts scheduled
- ☐ Newsletter announcement drafted
- ☐ Promotional graphics prepared
- ☐ Launch day strategy in place
- ☐ ARC/promo code plan (if applicable)

Notes: \_\_\_\_\_  
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## MANUSCRIPT SUBMISSION DETAILS

Preferred Submission Method:

☐ Email to [connect@kellyjeantaylor.com](mailto:connect@kellyjeantaylor.com)

☐ Google Drive shared folder

☐ Dropbox link

☐ Other \_\_\_\_\_

File Naming Convention:

[BookTitle]\_[AuthorLastName]\_Final.pdf

Example: ShadowedHearts\_Taylor\_FINAL.pdf

Submission Date: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_

Target Completion Date: \_\_\_\_\_

## LAUNCH PREPARATION

☐ Audiobook release date planned

☐ Marketing plan outlined

☐ Social media posts scheduled

☐ Newsletter announcement drafted

☐ Promotional graphics prepared

☐ Launch day strategy in place

☐ ARC/promo code plan (if applicable)

Notes: \_\_\_\_\_

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QUESTIONS, SPECIAL REQUESTS, OR ADDITIONAL NOTES

Do you have any questions, special requests, or additional notes for your audiobook production?

A decorative background featuring a light green watercolor wash and scattered gold glitter particles. The green wash is composed of soft, flowing, and somewhat abstract shapes, creating a textured, painterly effect. Interspersed throughout this green area and extending towards the white background are numerous small, irregular specks of gold glitter, giving the overall design a shimmering, celebratory feel.



## READY TO SUBMIT?

Once all items are checked and materials are prepared, you're ready to submit your manuscript for audiobook narration!

### NEXT STEPS:

- ✓ Complete this checklist
- ✓ Gather all required materials
- ✓ Submit manuscript (and other helpful materials) via your preferred method
- ✓ I'll confirm receipt within 24 hours
- ✓ We'll schedule our pre-production consultation
- ✓ Voice samples will be created for your approval
- ✓ Production begins!

### QUESTIONS?

If you have questions about any items on this checklist, or need clarification, don't hesitate to reach out. I'm here to make this process as smooth and enjoyable as possible!

Kelly Jean  
The Reader's Narrator  
"Bringing Your Stories to Life"

✉ [connect@kellyjeantaylor.com](mailto:connect@kellyjeantaylor.com)  
🌐 [kellyjeantaylor.com](http://kellyjeantaylor.com)

### Services:

- Professional Audiobook Narration
- Character Voice Development
- Series Consistency Guarantee
- Marketing Audio Clips
- ACX Submission Support

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This checklist is provided as a courtesy to help authors prepare their manuscripts for professional audiobook production.

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