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| Week 7 – Formatting, Beta Readers, & Editing |  |
| This week you got a behind-the-scenes look at what happens when your manuscript gets sent into a black hole to be edited. This resource will provide links to help you find beta readers and professional editors. You got this. 😊 |

# Formatting checklist

checkbox.png Include front matter

checkbox.png Apply Heading 1 style to chapter titles

checkbox.png Apply Heading 2 style to any subheadings

checkbox.png Modify styles to suit your preferences

checkbox.png Add section breaks (next page) at the end of all chapters

checkbox.png Create an automatic Table of Contents

checkbox.png Insert page numbers in header or footer (chapter 1 starts on page 1)

checkbox.png Make sure front matter doesn’t have page numbers (in chapter 1 footer, uncheck ‘link to previous’)

checkbox.png Double space body text

checkbox.png Indent paragraphs (right click / Paragraph / Indentation first line 0.5 inches). Do not indent using tabs or spaces.

# Where to find beta readers

* Go where writers hang out
  1. Facebook groups ([Beta Readers & Critiques](https://www.facebook.com/groups/1662819743977604/))
  2. Writing Forums ([My Writers Circle](http://mywriterscircle.com/) // [Absolute Write](https://absolutewrite.com/forums/forum.php?))
  3. Writing Groups ([Writers Carnival](https://www.writerscarnival.ca/about-us/) // [Goodreads](https://www.goodreads.com/group/show/50920-beta-reader-group))

# Where to find professional editors

* [Editors Canada online directory](https://www.editors.ca/ode/search)
* [Editorial Freelancers Association](https://www.the-efa.org/)
* [Society for Editors and Proofreaders](https://www.sfep.org.uk/)
* [Nonfiction Authors Association](https://nonfictionauthorsassociation.com/)
* Alliance of Independent Authors
* [Reedsy](https://reedsy.com/hire/query-letter-review?gclid=EAIaIQobChMI5LTa_pzE4AIVGnZeCh3EMQyZEAAYASAAEgL2h_D_BwE)

# Further reading:

* Erika’s blog post about types of editing