Manuscript Review Form

Author's Name: _____

Manuscript Title: _____

Intended Audience: _____

Purpose of the Book: _____

Reviewer's Name: _____

Thank you for taking the time to review my book; your honest evaluation is greatly appreciated. The evaluation process is twofold: The first part focuses on specific areas that need work, and the second part involves an evaluation of the manuscript as a whole. Throughout your evaluation, please be as open and candid as possible—your feedback is vital in helping me strengthen and improve the book.

STEP ONE
While reading the manuscript, work through the following instructions.

As you read the manuscript, use a colored pen to make note of places that are inconsistent, vague, or need additional work (feel free to mark any typos that you happen to see, but don't focus on them). Any comments for the author can be made in the column nearest to the section you're referencing. Please list the pages for the author to review on the lines below, with each page separated by a comma.
Note: If you are reading the manuscript on a computer, you can still make comments. In some versions of Word, go to the "Review" tab. Next, highlight the area you'd like to comment on and click "New" to add your feedback.

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STEP TWO
After reading the manuscript, respond to the following questions and prompts.

In your opinion, is the book targeted toward its intended audience (see top of page 1)? Y/N
Please explain:

In your opinion, is the book achieving its intended purpose (see top of page 1)? Y/N
Please explain:

In your opinion, what are the main strengths of the manuscript?

In your opinion, what are the main weaknesses of the manuscript?

How might the author better reach the book's intended audience, clearly fulfill its purpose, and address some of its weaknesses?

Please write any additional comments, suggestions, or feedback on the lines below.