



Chapter Summaries

Project name:

Current & target word count:

Hello, writer. This is the template I use when conducting a developmental edit for a client manuscript. You might find it useful for reverse outlining or recording your ideas to prepare for redrafting. You're very welcome to use it as is, for inspiration, or make changes to suit your own project. Good luck!

<p>Chapter number and/or name: <i>Number, name.</i></p> <p><i>Essential time/date/location info depending on the novel. I also colour code this top bar using green, orange, red depending on how critical it is.</i></p>	
<p>Summary of what happens, where and when:</p> <p><i>Scene notes in bullet points</i></p> <ul style="list-style-type: none"> • • • <p><i>* (new scene)</i></p> <p><i>Next scene notes in bullet points</i></p> <ul style="list-style-type: none"> • • • 	<p>Characters preset in order of appearance:</p> <p><i>List names, including nicknames</i></p> <p><i>(characters mentioned but not present in brackets)</i></p>
<p>Impressions / reflections:</p> <p><i>After reading the chapter, I note down what works well and "even better if..." How did reading the chapter make you feel?</i></p>	
<p>Actions:</p> <p><i>How can any issues you identified above be rectified? If I'm ghost editing or rewriting, what do I plan to change?</i></p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	

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Blank template

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