

NOVEL JOB SHEET

JOB INFORMATION

TITLE

PUBLISHER

AGENT:

FEE:

CONTRACT?

1. Research

2. Notes

3. Plot

4. Breakdown

DRAFT

Zero Draft

First (Rough)

First (Polished)

EDITORIAL

Sent to Editor

Editorial revisions

Copy editor revisions

Galley proof checked

PAYMENT

Advance

Balance

ARCHIVING

Archived

DATE PUBLISHED
