

**BONUS #1**

# The Clean Manuscript Checklist

A pre-publishing cleanup system for Amazon Kindle publishers

Clean hidden artifacts. Improve reader experience. Prepare with confidence.

- Review structure
- Remove hidden characters
- Check formatting
- Preview before upload

Provided by Blaze Humanizer

**Bonus #1**

# The Clean Manuscript Checklist

A simple pre-publishing checklist to help you clean your manuscript before formatting, uploading, or sending it to an editor.

**Who this is for**

This guide is for Amazon Kindle publishers, self-published authors, ghostwriters, publishing teams, and content creators who want a cleaner final manuscript before the book enters the publishing workflow. It is especially useful if your draft was written or edited with AI assistance.

## How to use this guide

- **Print it or keep it beside your manuscript.** Work through each stage in order.
- **Do not skip the readability pass.** Technical cleanup is useful, but a book still has to feel useful, human, and worth reading.
- **Use Blaze Humanizer as your cleanup station.** Use Clean Mode when your words are already right. Use Rewrite Mode when a section needs more natural flow.
- **Keep a master copy.** Always preserve your original draft before making cleanup changes.
- **Follow current platform rules.** If Amazon asks for AI-content disclosure in your case, disclose honestly.

**Important note**

This guide is not legal advice and is not a guarantee of approval, ranking, visibility, or sales on Amazon. It is a practical quality-control checklist for preparing cleaner manuscripts and improving reader experience.

# Table of Contents

1. Why Manuscript Cleanup Matters	4
2. The 7-Stage Clean Manuscript System	5
3. Stage 1 - Backup and Version Control	6
4. Stage 2 - AI-Assistance and Policy Review	7
5. Stage 3 - Structure and Book Flow	8
6. Stage 4 - Human Readability Pass	9
7. Stage 5 - Hidden Artifact Cleanup	10
8. Stage 6 - Formatting Preparation	11
9. Stage 7 - Final Preview and Upload Check	12
10. The 30-Minute Cleanup Sprint	13
11. Final Sign-Off Worksheet	14
12. Useful KDP Reference Links	15

## Recommended use

Run this checklist after your main writing/editing pass and before final formatting. If you are working with an editor or formatter, complete this checklist first so you hand over a cleaner file.

# 1. Why Manuscript Cleanup Matters

A manuscript can look clean on screen and still carry problems that hurt the reading and publishing experience.

When authors work across AI tools, Word, Google Docs, grammar checkers, browser editors, paste fields, and formatting software, the text can collect small issues that are easy to miss. Some are visible, like repetitive language or weak transitions. Others are invisible, like zero-width characters, soft hyphens, and copy-paste artifacts.

For Kindle publishers, these issues matter because a book is not just a document. It is a product. If the product feels rushed, robotic, poorly formatted, or difficult to read, the author can lose reader trust before the book has a fair chance.

## The goal

The goal is not to trick a platform. The goal is to create a cleaner, better-prepared manuscript that gives readers a stronger experience and gives you a more professional publishing workflow.

## The three cleanup layers

- **Content cleanup:** remove repetition, weak structure, generic filler, and unsupported claims.
- **Voice cleanup:** smooth robotic phrasing, improve sentence rhythm, and make the manuscript sound more natural.
- **Technical cleanup:** remove hidden characters, copy-paste artifacts, spacing issues, and formatting problems before upload.

A clean manuscript is not created in one click. It comes from a short sequence of checks. That sequence is what this guide gives you.

## 2. The 7-Stage Clean Manuscript System

Use the stages below as your final pre-publishing workflow. Each stage catches a different type of issue.

Stage	Cleanup Focus	Result
1	Backup and version control	You can edit safely without losing the original.
2	AI-assistance and policy review	You know what must be disclosed and what needs human review.
3	Structure and book flow	The book has a logical reading path.
4	Human readability pass	The manuscript sounds useful, natural, and reader-friendly.
5	Hidden artifact cleanup	Invisible text junk and copy-paste residue are removed.
6	Formatting preparation	The file is ready for Kindle Create, Word formatting, or your formatter.
7	Final preview and upload check	You catch last-minute errors before publishing.

### The Blaze Humanizer role

- **Use Clean Mode** after editing, when the manuscript wording should stay intact but hidden artifacts need to be removed.
- **Use Rewrite Mode** during the readability pass, when a sentence, paragraph, chapter intro, book description, or author bio sounds stiff or too AI-like.
- **Use the word-level diff** to review changes before copying the final text back into your manuscript workflow.

**Clean Mode for preservation. Rewrite Mode for polish.**

Use the right mode based on what the manuscript actually needs.

## STAGE 1

**Backup and Version Control**

Complete this step before moving to the next publishing stage.

Before you clean anything, protect the original manuscript. Most publishing mistakes become expensive when there is no clean backup to return to.

- Create a master folder for this book project.
- Save the original manuscript with the label ORIGINAL or RAW DRAFT.
- Create a duplicate file labeled CLEANUP COPY before making changes.
- Add the date to your file name so you can identify the latest version.
- Keep notes on major edits, especially if an editor, ghostwriter, or AI tool was involved.
- Store your cover files, description, keyword notes, and manuscript file in the same project folder.
- Confirm you can open the file correctly in your main editor before editing begins.
- Do not clean or rewrite the only copy of your manuscript.

**Recommended file naming system**

**BookTitle\_v01\_raw.docx**  
**BookTitle\_v02\_edited.docx**  
**BookTitle\_v03\_blaze-cleaned.docx**  
**BookTitle\_v04\_final-formatting.docx**

**Quick decision**

- If the manuscript is still rough, do another content edit before cleanup.
- If the manuscript is edited but technically messy, move to Clean Mode.
- If the manuscript reads robotic or repetitive, mark those sections for Rewrite Mode.

**STAGE 2****AI-Assistance and Policy Review**

Complete this step before moving to the next publishing stage.

If AI was used in your manuscript workflow, pause and review your responsibility before publishing. Amazon KDP currently distinguishes between AI-generated content and AI-assisted content, and publishers should follow the current disclosure requirements inside KDP.

**Professional position**

Blaze Humanizer is not a tool for hiding rule violations. Use it to improve quality, remove hidden artifacts, clean up drafts, and create a better reading experience. If disclosure is required, disclose honestly.

**AI workflow checklist**

- Identify which parts of the manuscript were written entirely by you.
- Identify which parts were generated by AI tools.
- Identify which parts were AI-assisted, such as brainstorming, editing, outlining, or grammar improvement.
- Review Amazon KDP content guidelines before upload.
- Make the required AI-content disclosure decision inside KDP based on the current rules.
- Verify that every chapter has been reviewed by a human for accuracy, relevance, and usefulness.
- Remove or rewrite generic AI filler such as vague introductions, repeated summaries, and unsupported advice.
- Check that examples, facts, health claims, financial claims, legal claims, or technical advice are accurate and appropriate.
- Confirm you have the rights to all text, images, prompts, templates, and bonus material included in the book.

**Red flags to fix before publishing**

- Entire paragraphs that sound polished but say very little.
- Repeated phrases such as "in today's fast-paced world" or "it is important to note".
- Advice that is too broad to help the reader take action.
- Lists that look complete but contain shallow or duplicate points.
- Chapters that end with the same summary structure again and again.

## STAGE 3

**Structure and Book Flow**

Complete this step before moving to the next publishing stage.

A clean manuscript is not only free from errors. It must also guide the reader through a clear promise, a logical sequence, and useful conclusions.

- The book promise is clear in the introduction.
- Each chapter supports the main promise of the book.
- The chapter order feels logical to a first-time reader.
- There are no duplicate chapters or repeated sections created by AI drafting.
- Each chapter has a clear opening that tells the reader what they will gain.
- Each chapter contains useful substance, not only motivational filler.
- Examples, steps, and explanations are specific to the book topic.
- Chapter endings do not repeat the same generic conclusion pattern.
- Transitions between chapters feel natural.
- The final chapter gives the reader closure, next steps, or a useful action plan.

**Chapter quality test**

For each chapter, answer these five questions. If you cannot answer them clearly, revise the chapter before moving to formatting.

- What specific problem does this chapter solve?
- What new information does the reader get here?
- What can the reader do after reading this chapter?
- What examples or details make this chapter feel original?
- What sentence or section sounds most generic and needs rewriting?

## STAGE 4

**Human Readability Pass**

Complete this step before moving to the next publishing stage.

This is where you remove the "raw AI draft" feel. A manuscript can be grammatically correct and still feel lifeless. Your goal is to make the reading experience sound like a thoughtful human prepared it.

Use Rewrite Mode in Blaze Humanizer for sections that sound stiff, repetitive, robotic, or unnatural. Then review the word-level diff before placing the revised text back into your manuscript.

**Remove robotic patterns**

- Repeated sentence openings
- Overused transitions
- Long, same-length paragraphs
- Generic summaries
- Flat advice with no examples
- Formal tone that does not fit the audience

**Add human signals**

- Specific examples
- Natural sentence rhythm
- Clear action steps
- Reader-focused explanations
- Shorter paragraphs where needed
- Topic-specific language

**Read-aloud checklist**

- Read the introduction out loud and mark any sentence that sounds unnatural.
- Read the first two pages of each chapter and look for repeated phrasing.
- Highlight any paragraph that feels too polished but empty.
- Break up paragraphs that look dense on a Kindle screen.
- Replace vague statements with examples, steps, or concrete explanations.
- Remove filler phrases that do not add meaning.
- Make sure the tone matches the reader and niche.
- Run weak sections through Rewrite Mode, then manually approve the final version.

**STAGE 5****Hidden Artifact Cleanup**

Complete this step before moving to the next publishing stage.

Hidden characters and copy-paste artifacts can travel with your manuscript from AI tools, browsers, Word processors, editors, and formatting platforms. They are easy to miss because many of them are invisible during normal editing.

Use Clean Mode in Blaze Humanizer when you want to preserve the manuscript wording but remove hidden text problems.

- Run each finished chapter through Clean Mode before final formatting.
- Clean the book introduction and conclusion.
- Clean front matter, back matter, bonus sections, and calls to action.
- Clean the book description before placing it into KDP metadata fields.
- Clean the author bio if it was drafted or edited with AI.
- Check for strange spacing between words, around punctuation, and after headings.
- Check for soft hyphens, invisible characters, byte-order marks, and zero-width characters.
- Review the word-level diff before copying the cleaned text.
- Paste the cleaned version into a new manuscript copy, not over your only file.
- Spot-check chapter headings and list formatting after pasting cleaned text.

**Clean Mode rule**

Use Clean Mode when the wording is already approved. Use Rewrite Mode only when the text itself needs a more natural human style. This keeps you from accidentally changing good content.

**Common places hidden artifacts appear**

- Text copied from browser-based AI tools into Word or Google Docs.
- Text passed through multiple editors or grammar tools.
- Generated chapter outlines pasted into a manuscript file.
- Book descriptions copied between landing pages, documents, and KDP fields.
- Older manuscript files converted between DOCX, HTML, PDF, and EPUB workflows.

## STAGE 6

**Formatting Preparation**

Complete this step before moving to the next publishing stage.

Do this after content cleanup and before final formatting. Formatting works best when the manuscript text is already clean, organized, and stable.

**eBook preparation**

- Use consistent heading styles
- Remove manual spaces used for indentation
- Use proper page breaks before chapters
- Check table of contents links
- Avoid huge image files
- Preview on phone and Kindle sizes

**Paperback preparation**

- Confirm trim size
- Check margins and gutter
- Review page breaks
- Check widows and orphans
- Confirm images are clear
- Review headers and page numbers

**Universal formatting checklist**

- Front matter is complete: title page, copyright, disclaimer if needed, and table of contents when appropriate.
- Back matter is complete: author note, other books, bonus link, review request, or next step.
- Chapter headings are consistent across the book.
- Bullets and numbered lists display consistently.
- No accidental blank pages appear between chapters.
- Links are tested, especially in the eBook version.
- Images, tables, and charts are readable on small screens if used.
- The manuscript file format matches the publishing workflow you plan to use.
- You have created a final formatting copy separate from your cleaned text copy.

## STAGE 7

**Final Preview and Upload Check**

Complete this step before moving to the next publishing stage.

The final preview is where you catch problems that only appear when the book is rendered for readers. Do not skip this step, especially if your manuscript has been through AI tools, rewriting, document conversions, or multiple editors.

- Open the final eBook or print file in the preview tool you plan to use.
- Check the first page, first chapter, middle chapter, and final chapter.
- Review the table of contents and confirm links work.
- Search for placeholder text such as TODO, INSERT, Chapter X, or lorem ipsum.
- Check that page breaks appear where expected.
- Check that chapter titles are not split awkwardly from chapter content.
- Review all images, captions, lists, and tables.
- Check the book description separately for typos, claims, and formatting.
- Confirm categories, keywords, subtitle, contributor names, and series fields are accurate.
- Review AI-content disclosure requirements inside KDP before final submission.
- Save a PDF or screenshot record of your final upload details for your files.

**Final reader test**

Open the finished file like a buyer. Do not look at it as the author. Ask: would this feel like a useful, professionally prepared book if I paid for it today?

## 10. The 30-Minute Cleanup Sprint

Use this when you are close to publishing and need a fast final pass. Set a timer and work through the steps in order.

Time	Action	Goal
0-5 min	Create a backup copy and open the latest manuscript.	Protect the original.
5-10 min	Scan front matter, chapter headings, and back matter.	Catch obvious structure errors.
10-15 min	Run the introduction and one weak chapter section through Rewrite Mode if needed.	Improve first impression and robotic phrasing.
15-20 min	Run approved sections through Clean Mode.	Remove hidden text artifacts.
20-25 min	Preview the file after pasting cleaned text.	Catch formatting breaks.
25-30 min	Check description, keywords, disclosure, and final upload fields.	Avoid metadata and compliance mistakes.

### Fast review questions

- Does the first page make the book feel credible?
- Does the book avoid obvious AI-style repetition?
- Does each chapter contain useful information?
- Did I clean hidden characters before formatting?
- Did I preview the final file before upload?
- Did I follow current KDP content and disclosure rules?

**Before you publish, clean it once more.**

Blaze Humanizer helps make cleanup part of your KDP workflow.

# 11. Final Sign-Off Worksheet

Complete this page before sending the manuscript to an editor, formatter, or KDP upload screen.

Book title:

---

Author / pen name:

---

Niche / category:

---

Final file name:

---

Date checked:

---

## Final sign-off checklist

- I saved a backup of the original manuscript.
- I completed a human readability pass.
- I removed obvious robotic phrasing and repetitive AI-style language.
- I used Clean Mode for approved text that needed technical cleanup.
- I used Rewrite Mode only where the writing needed human-style improvement.
- I reviewed the changes before using cleaned or rewritten text.
- I checked formatting after pasting cleaned text into the manuscript.
- I previewed the final file in the appropriate preview tool.
- I reviewed Amazon KDP content guidelines and AI-content disclosure requirements.
- I am ready to send this file to formatting, editing, or upload.

Publisher signature:

---

Notes:

---

---

---

## 12. Useful KDP Reference Links

Always check current KDP rules inside your own account before publishing. Policies, review processes, and upload requirements can change.

### Official resources to review:

#### KDP Content Guidelines

<https://kdp.amazon.com/help/topic/G200672390>

#### Guide to Kindle Content Quality

<https://kdp.amazon.com/help/topic/G200952510>

#### eBook Manuscript Formatting Guide

<https://kdp.amazon.com/help?topicId=G200645680>

#### Format Your eBook

[https://kdp.amazon.com/en\\_US/help/topic/G201723130](https://kdp.amazon.com/en_US/help/topic/G201723130)

#### KDP Tools and Resources / Kindle Previewer

[https://kdp.amazon.com/en\\_US/help/topic/G200735480](https://kdp.amazon.com/en_US/help/topic/G200735480)

#### Publishing and Review

[https://kdp.amazon.com/en\\_US/help/topic/G202187860](https://kdp.amazon.com/en_US/help/topic/G202187860)

### Your next step

Before your next KDP upload, run your manuscript through this checklist. Then use Blaze Humanizer to clean approved text, improve robotic sections, and prepare a stronger final draft for readers.

**Clean. Humanize. Publish Better.**

BlazeHumanizer.com