**Revision Letter Template**

Follow these basic guidelines to write a revision letter that will help the author successfully revise their work.

Dear AUTHOR:

Thank you for giving me the opportunity to work on TITLE. I enjoyed . . . .[Begin with praise about the novel. State something specific that the author does well. Don’t just say, “I really enjoyed this ms but noticed some problems.” The author needs to know what’s going right as well as what’s going wrong.]

That said, I did find a few areas that need a bit of attention. These include DEV PROBLEM 1, DEV PROBLEM 2, and DEV PROBLEM 3. . . [Name the overall developmental problems. Choose no more than three to five of the most important. Otherwise you’ll risk overwhelming the author, resulting in a poorly executed revision. Then describe in turn how each dev problem affects the ms. Remember to use the three-part query template: 1. state what the problem is; 2.

explain why it’s a problem for this ms; and 3. offer a possible solution.]

**DEV PROBLEM 1**

(details, details, details)

**DEV PROBLEM 2**

(details, details, details)

**DEV PROBLEM 3**

(details, details, details)

[For shorter letters, you don’t necessarily need headers to guide the author through the letter but if your letter is longer, these can be helpful. In any event, show how dev problems are related to each other: “Because of DEV PROBLEM 1, there is DEV PROBLEM 2.” Inconsistent characters create implausible plots. Lack of clear motivation creates unclear conflict and characters that seem to act out of character.Etc.]

. . . By addressing these issues, your ms will be much strong and more emotionally engaging to readers.

I did catch a few typos and have called out one or two awkwardly stated areas but . . . .[“but be sure to have a copy editor look over the final ms before publication” or whatever the author’s next step should be. It’s rare for a developmentl round to touch on copyediting concerns (things like word choice or typos). Unless the ms you’re editing has no developmental issues, then your revision letter should focus on the DE problems, not the CE problems. You can mention if there are issues that will need to be addressed at a later time.]

As we discussed, the next step is to . . . .[state what the author needs to do next and how, such as consider making the required revisions and letting you know if s/he has any questions; then

1

state what the author needs to do once the revision is accomplished—send it back to you for a review, send it on to the copy editor, whatever. Include any relevant dates or instructions needed.]

I am going to miss spending time with your characters! [Say something nice about the ms to close].

Sincerely,

EDITOR

2