



PRACTICAL FIELD GUIDE

From Recording to Resource

How to turn conferences, interviews & recorded conversations into trustworthy books, reports, articles & training materials.

"AI produced 14 draft chapters in one week. Human trust, review, editing & publishing took the next five months."

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Based on lessons learned producing *Mumbai & Beyond*

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Conferences and consultations contain far more wisdom than most event reports preserve. A good recording captures that wisdom. AI can help turn it into a readable resource. But reliable publication requires more than transcription and a polished prompt.

This guide offers a repeatable workflow for conference organizers, network leaders, educators, nonprofit teams, ministry leaders and practitioners who want to transform recorded sessions into books, reports, articles, study guides, training materials or other resources.

CORE PRINCIPLE

Use AI for speed. Keep humans responsible for meaning, permission, accuracy & final approval.

Case study

Mumbai & Beyond — what worked, what failed, what to do next time.

Quick-start workflow

The nine steps, if you only read one section.

Part 1 — Plan the project

Define the editorial purpose, assign roles, secure consent, choose your tools.

Part 2 — Capture & preserve

Session checklists, file-naming conventions, folder structure and a

source manifest.

Part 3 — Build the source pack

Curate what qualifies, establish a source hierarchy, screen for privacy and rights.

Part 4 — The AI pipeline

An eight-pass editorial process from cleanup to contributor review, and the four recurring AI risks.

Part 5 — Human review

One canonical chapter, focused contributor questions, an approval ledger and six approval gates.

Part 6 — Edit, design & publish

Separate stages for editing, typesetting, cover production and preflight.

Part 7 — Twelve copy-ready prompts

From a raw-transcript cleanup to a full publication preflight.

Part 8 — Templates & checklists

A project brief, chapter tracker, editor handoff checklist and quality-control questions.

Part 9 — What an AI agent should do

A clear line between good candidates for automation and decisions human authority must keep.

CASE STUDY

Mumbai & Beyond

At the YWAM City Consultation in Mumbai, 25–28 January 2026, I recorded the presentations with Plaud. Within one week, AI helped me turn the recordings, transcripts, slides and one follow-up interview into 14 draft chapters. A complete first book draft was circulating by 2 February.

The edited ebook was published on 9 July. The months between were not mainly spent writing. They were spent verifying, coordinating contributors, merging versions, resolving rights questions, professionally editing, formatting, designing and learning the publishing process.



The lesson was not that humans slowed down AI. Humans made the book trustworthy. The real bottleneck was unstructured human coordination.

WHAT WORKED	WHAT FAILED OR CAUSED REWORK	WHAT TO DO NEXT TIME
Strong recordings, multiple sources and rapid AI prototyping.	The product was not fully defined before recording began.	Write the capture brief and intended output before the event.
Raw transcript remained the primary source of truth.	Important stories disappeared during AI compression.	Inventory every story, fact and framework before drafting.
Chapters read in each contributor's voice.	One large prompt tried to draft, verify and format at once.	Use separate drafting, completeness, voice and safety passes.
Contributors and a professional editor improved legitimacy.	Files moved through WhatsApp, Word, PDF and email without one status system.	Track every chapter, approval, issue and version in one ledger.
A strong final editorial and visual concept emerged.	Editing, typesetting, cover design and publishing were treated as one task.	Separate production stages, owners, deliverables and acceptance gates.
Self-publishing made a global resource possible.	The project waited too long for a traditional publishing decision.	Set a firm route-decision deadline before production begins.

QUICK START

The quick-start workflow

For a small project, follow these nine steps. The rest of this guide explains how to do each one well.

- 1 Define the result.** Decide what you are making, for whom, how long it should be and who will publish it.
- 2 Obtain consent.** Tell speakers what will be recorded, how it may be used and how they will review the result.
- 3 Record and label every session.** Use a unique session ID and capture speaker, title, time and supporting files.
- 4 Preserve every source.** Keep original audio, raw transcript, cleaned transcript, slides and handouts as separate files.
- 5 Build one source pack per output.** Gather everything AI and reviewers need for one chapter, article or section.
- 6 Run AI in separate passes.** Clean, inventory, outline, draft and audit — never ask one prompt to do everything.
- 7 Check the draft against the sources.** Look specifically for omissions, unsupported additions, altered facts and lost voice.
- 8 Secure contributor approval.** The speaker confirms accuracy, sensitivity, permission, name, role and final wording.
- 9 Merge once, edit once and publish from one master.** Lock the canonical manuscript before typesetting, design and upload.

— NEVER SKIP

Original audio · Source manifest · One canonical file · Contributor approval

Plan the project before recording

1. Define the editorial purpose

The same recordings can produce very different resources. Decide the purpose before asking AI to write. A conference archive preserves what happened. A practitioner book selects what transfers beyond the event. A training guide reorganizes material around learner outcomes.

Write a one-page project brief

1. **Working title** — What is the project called for now?
2. **Primary audience** — Who should read or use it?
3. **Reader need** — What problem, question or opportunity does it address?
4. **Output** — Book, report, article series, study guide, video scripts or mixed package?
5. **Editorial promise** — What should the resource help readers understand or do?
6. **Scope** — Which sessions qualify, and which do not?
7. **Voice** — First-person contributor chapters, editorial synthesis or documented proceedings?
8. **Length** — Target word count, chapter count and publication date.
9. **Publishing route** — Internal, open web, self-publishing or external publisher?
10. **Decision owner** — Who has final authority when sources, contributors or editors disagree?

2. Assign the roles

One person may perform several roles, but do not confuse the responsibilities. Separation makes handoffs, budgets and approval clearer.

ROLE	PRIMARY RESPONSIBILITY
Project lead / compiler	Owns purpose, scope, schedule, contributor relationships and final decisions.
Capture manager	Records sessions, labels files, checks audio and collects slides and handouts.
AI editorial operator	Prepares source packs, runs prompts and preserves prompt and output history.
Contributor / speaker	Owns personal story, factual authority, permission and final chapter approval.
Verifier	Checks names, figures, quotations, references, sensitive claims and unresolved source conflicts.
Professional editor	Improves clarity and consistency after content and approvals are ready.
Designer / typesetter	Applies the production template and prepares print, digital and cover files.
Publisher / release owner	Runs final preflight, uploads, pricing, metadata, proofs and release.

3. Obtain consent and plan for sensitivity

Recording consent and publication permission are not the same. A speaker may agree to be recorded for participants but not to have a chapter published publicly. Explain the intended use, review process, likely formats and how the contributor may correct or remove sensitive material.

Check local laws, event policies and organizational requirements. For confidential, security-sensitive, pastoral, medical, personal or third-party

stories, obtain appropriate guidance rather than asking AI to make the decision.

— HUMAN GATE

AI may flag sensitive material. Only an authorized human decides whether it can be used.

4. Choose capture and AI tools

Assess the recording and transcription tool against the work you actually need:

1. Microphone quality at realistic speaker distances
2. Battery life, storage and reliability without a strong internet connection
3. Speaker identification and handling of overlapping voices
4. Accuracy across languages, code-switching and varied accents
5. Timestamps and easy return from transcript to audio
6. Export of original audio, raw transcript and cleaned transcript
7. Custom report or template support
8. File formats that can be reused outside the vendor
9. Privacy, access control, retention and organizational policy

Choose an AI workspace that can compare several files, follow a source hierarchy, retain project instructions and export usable text. Do not treat the AI conversation as your document repository or version-control system.

Capture, label & preserve the source

5. Before each session

1. Assign a unique session ID before recording starts.
2. Confirm speaker name, spelling, role, organization and preferred biography.
3. Record session title, date, room and planned duration.
4. Collect slides, handouts, reading lists and other material the speaker authorizes.
5. Confirm recording and intended-use consent.
6. Place the recorder where voices will be clear; test it in the actual room.
7. Designate someone to note audience questions and speakers not visible to the recorder.

6. During the session

1. Start the recording early enough to capture the introduction, then verify that it is running.
2. Note speaker changes, videos, slide transitions, demonstrations and moments where the room reacts.
3. If the session includes several panelists, record their seating order and names.
4. Mark approximate times for key stories, frameworks, quotations, Q&A and technical interruptions.
5. Announce clearly when a private or off-record section begins.
6. Stop the recorder at the end. Do not leave post-session conversations inside the source by accident.

7. Within 24 hours

1. Back up the original audio in two locations.

2. Export the raw transcript without overwriting it later.
3. Export or create a cleaned transcript as a separate file.
4. Correct the session metadata and obvious speaker labels while memory is fresh.
5. Attach slides and supporting files to the same session ID.
6. Record missing items, uncertainties, private segments and required follow-up.
7. Generate a session report if your transcription platform supports custom reports.

Recommended file naming

Use names that identify the session without opening the file. Keep versions numeric and dates in YYYY-MM-DD format.

```
S03_Jacob_Cities-and-Churches_AUDIO.m4a  
S03_Jacob_Cities-and-Churches_TRANSCRIPT-RAW_v01.docx  
S03_Jacob_Cities-and-Churches_TRANSCRIPT-CLEAN_v01.docx  
S03_Jacob_Cities-and-Churches_SLIDES_v01.pdf
```

Recommended folder structure

1. 00 Project Brief & Policies
2. 01 Session Manifest
3. 02 Original Recordings
4. 03 Raw Transcripts
5. 04 Cleaned Transcripts
6. 05 Slides & Supporting Sources
7. 06 Chapter Source Packs
8. 07 AI Drafts & Audit Reports
9. 08 Contributor Review
10. 09 Approved Chapters

11. 10 Canonical Manuscript

12. 11 Editing, Design & Production

13. 12 Published Files & Archive

Recording & source manifest

Maintain one live manifest. The files may sit in folders, but the manifest answers what exists, what is missing and what may be used.

FIELD	EXAMPLE	WHY IT MATTERS
Session ID	S03	Connects every file, issue and output.
Speaker	Jacob	Use verified spelling and preferred form.
Consent	Recorded / public chapter review	Separates recording permission from publication.
Audio	Backed up	Original evidence remains available.
Transcripts	Raw v01 / Clean v02	Preserves source lineage.
Supporting sources	Slides v01 / handout	Captures displayed wording and frameworks.
Sensitivity	Normal / restricted / exclude	Controls handling before AI drafting.
Intended output	Chapter 2	Prevents every recording becoming a chapter by default.
Owner / status	Jacob / source complete	Makes follow-up visible.

Build a complete source pack

8. Curate before you draft

Not every good session should become a chapter. Select material according to the project promise, not only the speaker's prominence or the order of the program.

A strong candidate usually meets most of these tests:

1. It contains a distinct contribution, not only general encouragement.
2. Its stories, frameworks or lessons transfer beyond the original event.
3. The source material is sufficiently complete to represent the speaker fairly.
4. The contributor can review the result within the project timeline.
5. Rights, security and sensitivity issues appear manageable.
6. It fills a clear place in the overall architecture without unnecessary repetition.

9. Create one source pack per chapter or resource

A source pack is the complete evidence set for one output. It prevents AI from drafting from whichever file is easiest to find and gives reviewers a traceable basis for correction.

1. **Required:** original audio or a stable reference to it.
2. **Required:** raw transcript.
3. **Required:** cleaned transcript, clearly labeled as secondary.
4. **When available:** slides, handouts, speaker notes and authorized supporting documents.
5. **Metadata:** speaker name, role, session title, date, language and intended audience.

6. **Editorial brief:** target output, length, voice, must-include material and exclusions.
7. **Issues log:** uncertain names, facts, rights, private material and source conflicts.
8. **Approval record:** consent, reviewer and due date.

10. Establish the source hierarchy

Tell AI which source controls when files disagree. A useful default is:

1. **Raw transcript.** Primary evidence of what was said; verify unclear passages against audio.
2. **Cleaned transcript.** A readability and spelling aid, not authority to add or omit substance.
3. **Slides and handouts.** Authoritative for displayed wording, frameworks, figures and cited quotations.
4. **Contributor corrections.** Authoritative for the contributor's story and intended meaning once approved.
5. **External material.** Use only when intentionally included and appropriately sourced.

If two authoritative sources conflict, do not ask AI to guess. Record the conflict and send it to a human verifier or the contributor.

11. Screen for privacy, rights & risk

Run a sensitivity review before drafting. AI can help identify issues but should not remove or approve material silently.

1. Personal contact details, financial instructions and logistical chatter
2. Private post-session conversation or a recorder left running
3. Stories about identifiable third parties who did not consent
4. Security-sensitive locations, ministries, communities or methods
5. Pastoral, medical, counseling, addiction or mental-health details

6. Potentially defamatory allegations or unresolved disputes
7. Copyrighted photographs, slide images, long quotations or proprietary frameworks
8. Information that was explicitly off record or limited to participants

— SOURCE-PACK READINESS GATE

Do not draft until the session ID, consent, source hierarchy, required files, sensitivity status, intended output & unresolved issues are visible.

PART 4

Use a multi-pass AI editorial pipeline

The safest workflow separates extraction from drafting and drafting from validation. One enormous prompt can produce impressive prose while hiding omissions and inventions.

- 1 Transcript cleanup.** Improve readability without changing substance. Preserve uncertainty and speaker identity.
- 2 Content inventory.** Extract every story, example, fact, framework, quotation, question and unresolved item.
- 3 Source alignment.** Compare transcript, slides and supporting files. Record conflicts and missing context.
- 4 Outline.** Design a reader-centered structure that preserves the speaker's logic and distinctive contribution.
- 5 Draft.** Write in the approved voice using only the source pack.
- 6 Completeness audit.** Compare draft against the inventory and source pack. Find omissions, distortions and additions.
- 7 Voice and editorial review.** Improve readability without homogenizing contributors or importing generic language.
- 8 Contributor review package.** Prepare a clean draft, focused questions and an approval request.

What AI does well

1. Clean spoken language while preserving the sequence
2. Identify structure and group related material
3. Create outlines and reader-friendly headings
4. Convert event narration into contributor-owned prose

5. Compare versions and identify likely omissions
6. Generate focused review questions and issue logs
7. Create derivative summaries after the source text is approved

What AI must not decide

1. Whether recording and publication consent are sufficient
2. Which sensitive stories are safe or ethical to publish
3. Which conflicting source is true when evidence is unclear
4. Whether a speaker's meaning may be substantially reframed
5. Whether copyright or quotation rights are adequate
6. Whether a contributor has approved the final text
7. Whether a manuscript is ready to publish

The four recurring AI risks

RISK	WHAT IT LOOKS LIKE	CONTROL
Compression loss	Memorable stories, examples and secondary threads disappear.	Create a complete inventory before drafting; audit against it afterward.
Narrative substitution	Distinctive language becomes smooth, generic prose.	Preserve speaker voice; compare key claims and stories to the transcript.
False confidence	Names, figures or conflicts are silently corrected.	Require [VERIFY] only for genuine uncertainty and maintain an issue log.
Template dominance	Different contributors sound like one AI author.	Use flexible structures and a separate voice audit; do not standardize personality.

Coordinate human review without losing control

12. Review one canonical chapter

Each chapter or resource needs one authoritative working file. Send that file for review. When corrections return, merge them into the canonical file, record the version and archive the prior version.

1. Never ask two people to edit separate copies without a planned merge owner.
2. Never treat a PDF as the editorial master when an editable file exists.
3. Never accept a newer whole-book file automatically; check whether it contains every latest approved chapter.
4. Never use an expiring chat attachment as the only copy of a contributor's corrections.
5. Never rename files 'final' until the defined approval gate is complete.

13. Make contributor review focused

A contributor should not have to reconstruct the process. Send a clean draft and a small set of explicit decisions.

1. Does this accurately represent your message and experience?
2. Are names, places, dates, figures, Scripture references and organizations correct?
3. Has AI omitted a story, framework or qualification that matters?
4. Does any passage reveal private, sensitive or unsafe information?
5. May we publish this material in the stated formats?
6. What name, title, organization and biography should appear?
7. Please return corrections and approval by the stated deadline.

14. Maintain an approval & version ledger

FIELD	EXAMPLE
Chapter ID / title	C03 — The City as Mission Field
Contributor	Verified name and contact
Canonical file	C03_v05_CONTRIBUTOR-APPROVED.docx
Source check	Passed 2026-03-10 by verifier
Contributor status	Sent / corrections received / approved
Verification issues	0 open / 3 resolved
Rights & sensitivity	Cleared / restrictions recorded
Editor status	Not sent / in edit / editor approved
Merge history	v04 + contributor changes → v05
Publication lock	Locked / unlocked, by whom and when

15. Use human approval gates

1. **Gate 1 — Source complete.** All source files, consent, hierarchy and sensitivity status are present.
2. **Gate 2 — Draft validated.** No unsupported additions; major stories and frameworks are present; issues are logged.
3. **Gate 3 — Contributor approved.** The contributor has corrected and authorized the current version.
4. **Gate 4 — Editor ready.** All approved chapters are merged; verification and rights issues are resolved.
5. **Gate 5 — Production locked.** Content edits are closed; template, page size, output formats and cover specifications are fixed.

6. Gate 6 — Publication approved. Proofs, metadata, links, pricing, credits, permissions and files have passed final review.

16. Do not hand off to the editor too early

A professional editor should receive the real editable master—not a PDF conversion, not a partial compilation and not a file still waiting for contributor replacements.

— EDITOR-READINESS RULE

The quoted editing period begins only when the complete, editable, approved manuscript and issue ledger are delivered.

Edit, design & publish as separate stages

17. Separate the work

STAGE	PRIMARY OUTPUT	ACCEPTANCE QUESTION
Content development	Source-faithful approved chapters	Does this represent the contributors accurately?
Professional editing	Clear, consistent edited manuscript	Has clarity improved without changing meaning or voice?
Typesetting	Print-ready interior	Are styles, hierarchy, pages, lists and tables technically sound?
Cover production	Editable cover system and format-specific wraps	Are all text, logos, rights and safe zones correct?
Ebook conversion	Validated reflowable file	Do navigation, headings, lists, links and images work?
Print preflight	Validated PDF and physical proof	Do trim, bleed, spine, margins, fonts and page breaks pass?
Publication	Live editions and metadata	Are files, pricing, descriptions, categories and credits approved?
Promotion	Launch assets and messages	Do claims match the final product and available formats?

18. Build the production template early

Define the manuscript styles before the first chapter is generated. Chapter titles must participate correctly in navigation and the table of contents. Body

paragraphs, quotations, lists, practice sections, part pages, captions and headings should already have named roles.

1. Page or screen format and margins
2. Chapter-title and heading hierarchy
3. Body typeface, size, spacing and paragraph indentation
4. Quotation, list, table and callout styles
5. Front matter, contributor biographies and acknowledgments
6. Table-of-contents and internal navigation behavior
7. Widow/orphan, page-break and odd-page chapter rules
8. Ebook accessibility and link requirements

19. Keep cover assets separate

1. Clean background artwork without text, logos, ISBN box or shadows
2. Editable typography, contributor credits, logos and back-cover text
3. Separate templates for ebook, paperback and hardcover
4. Format-specific spine width, bleed, trim and safe-zone specifications
5. Reserved barcode/ISBN area where required
6. Final promotional mockups created from the approved cover—not an earlier concept

20. Set the publishing route deadline

If you are considering an external publisher, decide how long you will wait. Record the submission date, decision deadline and automatic next step. A simple rule prevents the manuscript sitting indefinitely between publishing routes.

— EXAMPLE RULE

If no publisher accepts the project by [DATE], proceed with the approved self-publishing plan.

21. Archive for reuse

After publication, lock and archive the final source, manuscript and production files. Approved chapters may then support derivative summaries, teaching materials, podcasts, videos or social posts. Derivatives should point back to the approved text, not to an early AI draft.

PART 7

Copy-ready AI prompts

Replace every bracketed field before use. Upload only material you are authorized to process. When files contain sensitive information, follow your organization's data and AI policies.

PROMPT RULE

Use one prompt for one editorial job. Save the input files, prompt, output and reviewer decision together.

▼ Prompt 1 — Custom session report for a transcription platform

Use when: *your transcription tool can generate a customizable report directly from the recording.*

Create a structured source report from this recording. This is not yet a polished article or chapter.

SESSION METADATA

- Session ID: [ID]
- Event: [EVENT]
- Date and location: [DATE / LOCATION]
- Known speakers: [NAMES, ROLES, ORGANIZATIONS]
- Primary language(s): [LANGUAGES]
- Intended future use: [BOOK CHAPTER / REPORT / TRAINING RESOURCE / UNDECIDED]

REQUIREMENTS

1. Identify speakers by name only when reasonably confident. Otherwise use Speaker A, Speaker B, etc., and flag uncertainty.
2. Preserve the sequence of the session.
3. Create a complete inventory of:
 - main ideas and frameworks
 - every substantive story, illustration and case example
 - names, places, organizations, dates, figures and statistics
 - quotations, Scripture references and cited sources
 - questions and answers
 - practical recommendations
4. Mark overlapping or unclear speech with timestamps.
5. Identify possible post-session chatter, private conversation, personal contact details, payment or logistics information.
6. Do not invent, reconcile conflicts or improve facts.
7. End with:
 - unclear items requiring audio review
 - supporting documents that should be collected
 - possible sensitivity or rights concerns
 - five distinctive elements that must not disappear in later editing

▼ Prompt 2 — Clean a raw transcript without changing substance

Use when: *the raw transcript is difficult to read, but must remain the primary source.*

Clean the attached raw transcript for editorial use.

SOURCE RULES

- Treat the raw transcript as the sole source for this pass.
- Do not summarize, shorten, reorganize or add information.
- Preserve every substantive idea, story, example, qualification, question and answer in the original sequence.

CLEANUP RULES

- Remove only obvious filler words, repeated false starts and transcription clutter when meaning is unaffected.
- Correct punctuation and paragraphing.
- Correct names or terms only when the correct form is supplied in [KNOWN NAMES AND TERMS].
- Keep speaker labels. If a speaker is uncertain, label them [SPEAKER UNCERTAIN].
- Mark unclear audio as [UNCLEAR timestamp: best-heard words].
- Mark overlapping speech as [OVERLAP timestamp].
- Do not silently complete broken sentences or guess at numbers.
- Preserve code-switching, local expressions, theological language and culturally specific terms.

KNOWN NAMES AND TERMS

[PASTE VERIFIED LIST]

OUTPUT

1. Cleaned transcript
2. Correction log of any non-punctuation changes
3. List of items requiring audio review

▼ Prompt 3 — Align the complete source pack

Use when: *you have raw and cleaned transcripts plus slides, handouts or speaker notes.*

Compare all files in this source pack. Do not draft the chapter yet.

SOURCE HIERARCHY

1. Raw transcript = primary evidence of what was spoken
2. Cleaned transcript = readability and spelling aid
3. Slides/handouts = authoritative for displayed wording, frameworks, quotations and figures
4. Contributor notes = use only as labeled
5. External knowledge = do not use

CREATE:

- A. A session content inventory containing every substantive:
 - idea, argument and framework
 - story, example and case
 - name, place, organization, date, figure and statistic
 - quotation, Scripture reference and cited source
 - practical recommendation
 - audience question and answer
- B. A source-alignment report showing:
 - material present in slides but absent from the transcript
 - material present in the transcript but absent from slides
 - conflicting wording, facts or figures
 - unclear items requiring audio or contributor verification
- C. A "must preserve" list of the most distinctive details.
- D. A preliminary sensitivity and rights list.

Do not reconcile conflicts. Do not smooth language. Do not omit secondary stories simply because they are not part of the main argument.

▼ Prompt 4 — Screen for privacy, sensitivity & rights

Use when: *the source pack is complete and needs a human-review issue list before drafting.*

Review this source pack for material that may require human permission, verification, restriction or removal.

FLAG, BUT DO NOT DELETE:

- personal contact or financial information
- private or post-session conversation
- stories about identifiable third parties
- security-sensitive places, people, ministries or methods
- medical, counseling, addiction or mental-health details
- allegations, disputes or potentially defamatory claims
- off-record or participant-only content
- copyrighted images, slide graphics, long quotations or proprietary frameworks
- claims that need a reliable source before public publication

For each issue provide:

1. Exact source file and location/timestamp
2. Short description
3. Category
4. Why it may matter
5. Human decision required
6. Safer options, such as verify, anonymize, paraphrase, obtain permission, restrict or exclude

Do not make a legal determination. Do not assume public availability equals permission.

▼ Prompt 5 — Design a source-faithful outline

Use when: *the content inventory is approved and you need a reader-centered chapter or article structure.*

Create an outline for a [CHAPTER / ARTICLE / REPORT SECTION] using only the attached approved content inventory and source-alignment report.

AUDIENCE: [AUDIENCE]

EDITORIAL PURPOSE: [PURPOSE]

TARGET LENGTH: [WORDS]

VOICE: [FIRST-PERSON CONTRIBUTOR / EDITORIAL SYNTHESIS / OTHER]

SPELLING STANDARD: [INDIAN ENGLISH / UK / US / OTHER]

TERMS TO PRESERVE: [LIST]

MATERIAL TO EXCLUDE OR RESTRICT: [LIST]

REQUIREMENTS

- Preserve the speaker's central logic and distinctive contribution.
- Give every must-preserve story, example and framework a visible place.
- Do not force a generic template when the source suggests a better structure.
- Remove event-report language such as "the speaker told participants."
- Distinguish content that belongs in the main body, a sidebar, practice section or endnote.
- Identify any source material intentionally omitted and explain why.
- Do not add facts, examples, quotations or Bible references.

OUTPUT

1. Proposed title and one-sentence promise
2. Detailed outline with estimated word count per section
3. Must-include source map
4. Intentional omissions
5. Questions that must be resolved before drafting

▼ **Prompt 6 — Draft the contributor-owned chapter**

Use when: *the outline, source inventory, source pack and sensitivity decisions are approved.*

Write a complete [TARGET WORD COUNT]-word chapter from the attached approved source pack and outline.

EDITORIAL INTENT

- Audience: [AUDIENCE]
- Purpose: [PURPOSE]
- Voice: write as if [CONTRIBUTOR NAME] authored the chapter directly for the reader
- Spelling standard: [STANDARD]
- Cultural, theological and local terms to preserve: [LIST]

SOURCE HIERARCHY

1. Raw transcript = primary source of what was spoken
2. Cleaned transcript = readability and spelling aid
3. Slides/handouts = authoritative for displayed wording, frameworks, quotations and figures
4. Approved contributor corrections = authoritative for intended meaning
5. Do not use external knowledge unless it is explicitly included in the source pack

NON-NEGOTIABLE RULES

- Do not invent stories, facts, figures, quotations, slogans, Bible references, motivations, emotions or conclusions.
- Do not silently reconcile conflicting sources. Insert [VERIFY: concise reason] only where a real conflict or uncertainty remains.
- Preserve every item in the approved must-include list.
- Preserve the contributor's distinctive voice, local context and level of certainty.
- Do not Westernize names, expressions, examples or theology.
- Convert spoken repetition into readable prose without erasing meaningful emphasis.
- Remove conference logistics, thanks, introductions and event narration unless editorially necessary.
- Convert useful Q&A into the body only when the answer is supported by the source. Do not make audience questions sound like the contributor's original argument.
- Do not mention the AI process in the chapter.

ENDING

Where appropriate, add a short "Practice & Discussion" section with:

- 3 reflection or discussion questions grounded in the chapter

- 2 practical next steps grounded in the contributor's recommendations
- an optional short prayer only if consistent with the source and project brief

OUTPUT

1. Clean chapter with clear headings
2. Verification list containing every [VERIFY] item
3. Source-use note listing any source-pack material not included

▼ Prompt 7 — Audit completeness & unsupported additions

Use when: *a draft exists and must be checked against every source before contributor review.*

Act as a source-faithfulness auditor. Compare the draft with the raw transcript, cleaned transcript, slides, approved content inventory and sensitivity decisions.

Do not rewrite the chapter.

REPORT:

A. Missing material

- significant stories, examples, frameworks, qualifications, recommendations or Q&A omitted from the draft

- rate each omission: critical / important / optional

B. Unsupported additions

- claims, details, phrases, transitions, motivations, slogans, quotations or references not supported by the source pack

- quote the draft location and identify whether to remove, verify or rewrite

C. Altered meaning

- places where smooth prose changes certainty, causality, emphasis, chronology, theology or the contributor's intended meaning

D. Source conflicts

- unresolved differences between transcript, slides and contributor notes

E. Voice drift

- generic or culturally flattening language that does not sound like the contributor

F. Sensitivity compliance

- material retained despite an exclude/restrict/anonymize decision

Finish with a pass/fail recommendation and the exact corrections required before contributor review.

▼ Prompt 8 — Merge contributor corrections safely

Use when: *a contributor has returned tracked changes, comments, email corrections or a replacement file.*

Merge the contributor's corrections into the current canonical chapter.

INPUTS

- Canonical chapter and version: [FILE / VERSION]
- Contributor response: [FILE / MESSAGE]
- Open verification list: [FILE / LIST]
- Approved source pack: [FILES]

RULES

- Contributor corrections override prior AI wording about the contributor's own experience and intended meaning.
- Do not discard previously approved material that the contributor did not address.
- Do not introduce changes from an older chapter version.
- If a contributor correction conflicts with another approved source, flag it for human resolution rather than choosing silently.
- Resolve verification items only when the contributor or an authoritative source clearly answered them.
- Preserve the established document styles and heading hierarchy.

OUTPUT

1. Revised clean chapter
2. Change log: added / removed / corrected / relocated
3. Resolved verification items with evidence
4. Remaining questions
5. Recommended new filename and version status

▼ Prompt 9 — Prepare a contributor review request

Use when: *you need a concise email or message to accompany the draft.*

Draft a warm, concise contributor-review message for [EMAIL / WHATSAPP / OTHER].

CONTEXT

- Resource: [TITLE AND PURPOSE]
- Contributor: [NAME]
- Material: [CHAPTER / ARTICLE TITLE]
- Draft method: AI helped convert the recorded presentation and approved supporting material into a reader-facing draft
- Deadline: [DATE]
- Return method: [TRACKED CHANGES / COMMENTS / REPLY]

The message must:

- affirm that the contributor remains the factual and personal authority
- ask them to check accuracy, omissions, names, figures, sensitivity and voice
- ask for explicit permission to publish in [FORMATS]
- ask them to confirm name, role, organization and short biography
- explain that silence will not be treated as approval
- state the deadline and next step
- remain short enough to be read on a phone

▼ Prompt 10 — Run the editor-readiness gate

Use when: *you believe the full manuscript is ready for professional editing.*

Audit this manuscript package for professional-editor readiness. Do not edit the prose.

CHECK:

- one canonical manuscript is identified
- every included chapter is the latest contributor-approved version
- no newer approved chapter exists outside the manuscript
- all [VERIFY], comments and temporary notes are resolved or listed in one issue ledger
- contributor names, roles and biographies are confirmed
- permissions, quotations, images and sensitive material are documented
- chapter order, titles and numbering are stable
- heading and paragraph styles are consistent enough for editing
- the supplied file is editable and has not been reconstructed from PDF
- editorial scope, spelling standard, audience, style sheet and exclusions are included

OUTPUT

1. PASS or NOT READY
2. Blocking issues
3. Non-blocking editorial notes
4. Exact files that should be delivered to the editor
5. Handoff summary the project lead can send

▼ Prompt 11 — Audit the complete manuscript without homogenizing voices

Use when: *all chapters are approved and merged; you need a whole-book consistency report.*

Review the complete manuscript as a collection by multiple contributors.

Do not rewrite the book.

CHECK:

- title, chapter and heading hierarchy
- contributor names, roles, organizations and biographies
- repeated introductions, duplicated stories and contradictory claims
- inconsistent spelling, capitalization, local terms and Scripture citation style
- chapter numbering, cross-references and table of contents
- unresolved placeholders, comments, verification flags and drafting notes
- practice/discussion sections for usefulness and non-repetition
- event language that should be converted for post-event readers
- places where editing has made different contributors sound artificially alike

OUTPUT

1. Critical corrections before typesetting
2. Consistency corrections
3. Repetition map
4. Voice-preservation concerns
5. Items requiring contributor approval
6. Recommended lock checklist

▼ Prompt 12 — Publication preflight

Use when: *the edited manuscript, cover and metadata are ready for final upload or release.*

Create a publication preflight report for [EBOOK / PAPERBACK / HARDCOVER / PDF / WEB].

PRODUCTION SPECIFICATIONS

- Platform or publisher: [NAME]
- Trim/page size: [SIZE]
- Bleed: [YES/NO AND SPEC]
- Final page count: [COUNT]
- Cover template version: [VERSION]
- Interior file: [FILE/VERSION]
- Cover file: [FILE/VERSION]
- Metadata file: [FILE/VERSION]

CHECK:

- final content version is locked and matches the typeset file
- title, subtitle, contributor credits and imprint match across every file
- contents/navigation, headings, links, lists, tables and images work
- fonts, margins, bleed, spine width, safe zones and barcode area meet the specification
- no draft marks, comments, hidden text, placeholders or verification flags remain
- front matter, copyright, permissions, biographies and acknowledgments are complete
- descriptions, keywords, categories, pricing and release claims match the actual edition
- proof review has an assigned human approver

Do not assume a polished preview means the source files are correct. Return PASS / FAIL, blockers, warnings and a final human sign-off checklist.

PART 8

Reusable templates & checklists

Project brief template

FIELD	COMPLETE BEFORE CAPTURE
Project working title	[TITLE]
Project lead / decision owner	[NAME]
Event and dates	[EVENT / DATES]
Primary audience	[AUDIENCE]
Reader need	[NEED]
Editorial promise	[ONE SENTENCE]
Planned outputs	[FORMATS]
Selection criteria	[WHAT QUALIFIES]
Voice and spelling standard	[STYLE]
Consent and review process	[PROCESS]
Publishing route and deadline	[ROUTE / DATE]
Target release date	[DATE]

Chapter tracker template

STATUS FIELD	VALUE TO RECORD
Chapter ID / working title	[ID / TITLE]
Contributor	[NAME / CONTACT]
Source pack	[COMPLETE / MISSING ITEMS]
Sensitivity	[NORMAL / RESTRICTED / EXCLUDE]
AI stage	[INVENTORY / OUTLINE / DRAFT / AUDIT]
Open issues	[COUNT / LINK]
Contributor review	[SENT / DUE / RECEIVED / APPROVED]
Canonical version	[FILENAME / VERSION]
Editor status	[NOT READY / SENT / APPROVED]
Production status	[UNLOCKED / LOCKED / PUBLISHED]

Editor handoff checklist

1. One editable canonical manuscript identified
2. Every included chapter is the latest approved version
3. Approval and version ledger updated
4. All verification flags resolved or explained
5. All author names, roles and biographies confirmed
6. Rights and sensitivity ledger complete
7. Editorial brief and style sheet attached
8. Editing scope separated from typesetting and cover work
9. Schedule, cost, deliverables and revision limits agreed
10. Backup created before editor begins

Production & publication checklist

1. Final content locked before typesetting
2. Page size and output specifications confirmed
3. Named styles used consistently
4. Table of contents and navigation updated
5. Widows, orphans, page breaks, lists, quotes and tables reviewed
6. Background art, text, logos and format-specific covers kept separate
7. Spine width, bleed, trim, safe zones and barcode area checked
8. Ebook, paperback and hardcover files treated as separate products
9. Digital and physical proofs reviewed by a named approver
10. Metadata, descriptions, pricing, credits and launch claims verified
11. Final source, production and published files archived

Quality-control questions

1. Can every factual claim be traced to an approved source?
2. Did the draft preserve the stories and details that made the session memorable?
3. Did AI add any smooth but unsupported phrase, fact or conclusion?
4. Does the text still sound like this contributor rather than every other contributor?
5. Has sensitive or private material been handled by an authorized human?
6. Can anyone identify the current canonical file immediately?
7. Has the contributor approved this exact version?
8. Is the editor receiving an editable, complete, stable manuscript?
9. Are content editing, typesetting, cover design and publishing separately owned?
10. Has a human reviewed the final proof—not only the source file?

What a future AI agent should—and should not—do

Good candidates for automation

1. Create session IDs, manifests and source-pack checklists
2. Detect missing files and inconsistent metadata
3. Run the separate cleanup, inventory, drafting and audit passes
4. Maintain issue lists and version labels
5. Prepare focused contributor review packages
6. Record approvals and send scheduled reminders
7. Prevent editor handoff until readiness conditions are met
8. Assemble the latest approved chapters into one canonical manuscript
9. Run consistency and production-preflight checks

Human authority must remain

1. Consent and intended use
2. Editorial selection and project purpose
3. Sensitive-content decisions
4. Source conflicts that evidence cannot resolve
5. Contributor corrections and approval
6. Rights and permission decisions
7. Final editorial, theological, cultural and reputational judgment
8. Authorization to publish

Final advice

Do not wait until the end to create order. The quality of a conference-derived resource depends less on the cleverness of one AI prompt than on the

discipline of the whole chain: capture, source control, verification, contributor trust, version control, editing and production.

Start with a small pilot. Choose one well-recorded session, build its complete source pack and run every pass through contributor approval. Improve the workflow before scaling to the full conference.

— THE GOAL

AI speed. Human authority.

Not an autonomous machine that turns recordings directly into published books, but a guided editorial system that uses AI for speed while preserving human authority at every critical point.

CAPTURE WELL · VERIFY CAREFULLY · APPROVE CLEARLY · PUBLISH RESPONSIBLY