

Record 1: time, knowledge and questions

Project / version / date

Character, place or plot thread

Decisions with chapter references

Time, travel and knowledge

Sequence, duration or travel time; who learns what in which chapter?

Viewpoint and open questions

Whose knowledge can the scene reveal? Record inconsistencies and passages to check.

Record 2: facts and changes

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Character, place or plot thread

Decisions with chapter references

Fixed facts

Traits, relationships, location details or world rules, with chapter references.

Changes over the story

What changes, and when? For example an injury, possession or relationship; record before and after.

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Record 3: facts and changes

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