

25 EDITING TIPS FOR TIGHTENING YOUR COPY

01. Cut long sentences in two

☐

02. Axe the adverbs

☐

03. Stick to one voice

☐

04. Remove extra punctuation

☐

05. Replace negative with positive

☐

06. Replace stuffy words

☐

07. Remove redundancies

☐

08. Reduce prepositions

☐

14. Make your verbs stronger

☐

15. Ditch the passive voice

☐

16. Refer to people as "who"

☐

17. Avoid "currently"

☐

18. Cut "there is" or "there are"

☐

19. Match up your bullet points

☐

20. Use contractions

☐

21. Steer clear of the "ing" trap

☐

Editing For Writers

Scott Norton



Editing For Writers:

Editors on Editing Gerald Gross, 1993-05-01 The classic guide to the book publishing process with essays by over three dozen professional editors Terrific Judith Appelbaum author of *How to Get Happily Published* For decades *Editors on Editing* has been indispensable for editors aspiring editors and especially writers who want to understand the publishing process from how manuscripts are chosen for publication to what lunch with an agent is like In this third revised edition of the book thirty eight essays are included to teach inform and inspire anyone interested in the world of editing Covered are such topics as the evolution of the American editor the ethical and moral dimensions of editing what an editor looks for in a query letter proposal and manuscript developmental editing line editing copyediting and freelance editing working in different genres and markets from science fiction to children s books to Christian publishing the question of political correctness in both nonfiction and fiction making the most of writers conferences and many more *Self-Editing for Fiction Writers, Second Edition* Renni Browne, Dave King, 2010-06-15 Hundreds of books have been written on the art of writing Here at last is a book by two professional editors to teach writers the techniques of the editing trade that turn promising manuscripts into published novels and short stories In this completely revised and updated second edition Renni Browne and Dave King teach you the writer how to apply the editing techniques they have developed to your own work Chapters on dialogue exposition point of view interior monologue and other techniques take you through the same processes an expert editor would go through to perfect your manuscript Each point is illustrated with examples many drawn from the hundreds of books Browne and King have edited

Editing for Writers Lois Johnson Rew, 1999 Based on interviews with actual workplace writers and editors this unique text workbook teaches editing approaches and skills that writers can apply to their own or others documents Outlines a process to identify and solve problems and helps readers develop the ability to explain their editing decisions Features 136 different kinds of exercises Contains special chapters on editing on line documentation graphics document design and on international and intercultural issues as well as 16 different checklists that can be applied to developmental editing copyediting and proofreading For anyone interested in editing or copyediting professional technical science business or nursing writing or nonfiction writing *Editing Fact and Fiction* Leslie T. Sharpe, Irene Gunther, 1994-10-28 *Editing Fact and Fiction* is a concise practical guide for people interested in book publishing or already working as editors who want to learn more about the opportunities in various kinds of book editing Writing in a lively informal style two editors with extensive experience in a wide variety of fields fiction and nonfiction trade and reference academic and commercial publishing explain what editors in different jobs really do The authors take the reader step by step through the editing process from manuscript to bound book They discuss the principles of sound editing and provide many specific examples of how to and how not to edit copy They also give examples of how to deal tactfully with authors and show when editorial restraint is the best intervention *Editing Fact and Fiction* is a book to be read not just referred to It will be an

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Self-editing for Fiction Writers Renni Browne, Dave King, 1993 Two professional editors share with expertise and proven techniques for turning manuscripts into published works of fiction

Revise Pamela Haag, 2021-03-23 A helpful engaging guide to the revision of scholarly writing by an editor and award winning author Pamela Haag has been called the tenure whisperer for good reason Any scholar who hopes to attract a wider audience of readers will benefit from the brilliant step by step guidance shared here It's pure gold for all aspiring nonfiction writers Nancy MacLean author of *Democracy in Chains* The Deep History of the Radical Right's Stealth Plan for America Writing and revision are two different skills Many scholar writers have learned something about how to write but fewer know how to read and revise their own writing spot editorial issues and transform a draft from passable to great Drawing on before and after examples from more than a decade as a developmental editor of scholarly

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The Writer's Handbook for Editing & Revision Rick Wilber,1997 Deals with the basic elements of presentation style and grammar as well as story structure and the fine tuning that comes from understanding voice tone and subtext

Editing - 10 Steps Bonny Franke,2015-03-19 Editing 10 Steps is full of reminders to check and re-check details plus it shows how to avoid rushing in order to produce a more polished document Editing 10 Steps builds awareness in writers who know how tough it is to be objective about whatever type of writing they choose Editing 10 Steps recognizes that re-writes separate the beginner from the polished revisions demanded by professional editors and authors Editing 10 Steps pushes writers who may be too close to the thoughts they try to convey and offers encouragement to see what is missing or overly stated A reference guide and user friendly Editing 10 Steps is more than a one time book It will be an on going helper to produce error free manuscript as the only ones acceptable

What Editors Do Peter Ginna,2017-10-06 This book gathers essays from twenty seven leading figures in book publishing

about their work Representing both large houses and small and encompassing trade textbook academic and children s publishing the contributors make the case for why editing remains a vital function to writers and readers everywhere Ironically for an industry built on words there has been a scarcity of written guidance on how to actually approach the work of editing This book will serve as a compendium of professional advice and will be a resource both for those entering the profession or already in it and for those outside publishing who seek an understanding of it It sheds light on how editors acquire books what constitutes a strong author editor relationship and the editor s vital role at each stage of the publishing process a role that extends far beyond marking up the author s text This collection treats editing as both art and craft and also as a career It explores how editors balance passion against the economic realities of publishing

Fiction Editing: A Writer's Roadmap P. S. Dobie, 2020-01-15 Written by an experienced fiction editor writer and writing teacher Fiction Editing A Writer s Roadmap is an essential guide for writers seeking agents and for those who are publishing themselves It demystifies fiction editing and guides you through whether and how to work with an editor successfully

Developmental Editing Scott Norton, 2011 Editing is a tricky business It requires analytical flair and creative panache the patience of a saint and the vision of a writer Transforming a manuscript into a book that edifies inspires and sells That s the job of the developmental editor whose desk is the first stop for many manuscripts on the road to bookdom a route ably mapped out in the pages of Developmental Editing Author Scott Norton has worked with a diverse range of authors editors and publishers and his handbook provides an approach to developmental editing that is logical collaborative humorous and realistic He starts with the core tasks of shaping the proposal finding the hook and building the narrative or argument and then turns to the hard work of executing the plan and establishing a style Developmental Editing includes detailed case studies featuring a variety of nonfiction books election year polemic popular science memoir travel guide and authors ranging from first timer to veteran journalist to scholar Handy sidebars offer advice on how to become a developmental editor create effective illustration programs and adapt sophisticated fiction techniques such as point of view suspense plotting character and setting to nonfiction writing Norton s book also provides freelance copyeditors with a way to earn higher fees while introducing more creativity into their work lives It gives acquisitions marketing and production staff a vocabulary for diagnosing a manuscript s flaws and techniques for transforming it into a bestseller And perhaps most importantly Developmental Editing equips authors with the concrete tools they need to reach their audiences

Word by Word Linda K. Taylor, 2017-09-03 Linda K Taylor is passionate about words so passionate in fact that she has spent the better part of her life reading writing and editing all in the service of writers to help their writing be the best it can be Linda understands the writing process and how difficult self editing can be This book helps writers who have just completed a manuscript and know they need to edit it but don t know how to begin Walking through questions to ask when content editing common grammar and punctuation errors to watch for when copyediting when to get permissions how to format manuscripts and how to work with Bible text

Linda's book is filled with valuable information for writers who want to take their manuscripts to the next level *How to Edit and Be Edited* Allegra Huston, 2019-12-23 The purpose of editing is to make your work as good as it can possibly be Yet most writers dread the editing process because most editors are never taught how to do it well Editing is about inspiring and energizing the writer as well as critiquing the material As a writer you can ask for what you need *The Complete Guide to Editing Your Fiction* Michael Seidman, 2000-03 Using excerpts and drafts of his own writing to illustrate the material the author offers advice on both major narrative elements such as plot characterization and dialogue as well as small details such as pace description style and grammar Annotation copyrighted by Book News Inc Portland OR [The Writer's Guide to Self-Editing](#) Naveed Saleh, 2019-03-07 Over the years technological advances have given publishers the ability to produce more books and online publications with greater speed This new efficiency however has increased editors workloads limiting the amount of detailed editorial feedback that they can provide authors In turn writers must become self editors ensuring that their text is nearly perfect on submission This book serves as a guide to self editing nonfiction print and online publications including articles for general and academic audiences It is both prescriptive and descriptive drawing from stylebooks dictionaries research and more to provide a full picture of both style and grammar Also provided are techniques that boost search engine optimization and engagement of Internet audiences *Nine Day Novel-Self-Editing* Steve Windsor, 2015-03-08 Congratulations You just finished writing your first novel What do I do next If you're like I was that was the first question you asked yourself Do you remember what I said last time In *Nine Day Novel Writing* Steve I totally remember You said Bravo Pop champagne and You remember that part after the champagne about calling someone right Your Editor the Last Line of Defense But editors cost a lot of money and wouldn't be helpful if we could minimize some of that expense by doing a little bit of editing ourselves Before we send it off to an expensive professional Don't make the mistake I did On my first novel I debated for months between paying an editor and whether I should just edit the entire thing myself After all how hard it be right Predictably money won out and I chose poorly publishing my first book before a professional editor had proofread it That was a big mistake That one decision set my writing career back about a year Why Because my book languished on Amazon as yet another unprofessional unfinished and unwanted draft posing as a completely finished novel I got discouraged disappointed and down It took months before I overcame my fear of what a professional editor would say about my first novel Because that was the real reason I had edited it myself all along A great editor will make your novel shine Picture your reader trying to follow the fantastic story that you painstakingly outlined researched and wrote As they read their eyes are interrupted by misspellings grammatical errors improper word usage and dialogue that's punctuated poorly Finally unable to stay engaged through those constant interruptions they give up and close your book We're not going to let that happen Your editor will have the single biggest impact on the professional look and feel of your novel But that doesn't mean we can't do a little bit of editing ourselves In fact inside this book I'll show you how you can do quite a

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Table of Contents Editing For Writers

1. Understanding the eBook Editing For Writers
 - The Rise of Digital Reading Editing For Writers
 - Advantages of eBooks Over Traditional Books
2. Identifying Editing For Writers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Editing For Writers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Editing For Writers
 - Personalized Recommendations
 - Editing For Writers User Reviews and Ratings
 - Editing For Writers and Bestseller Lists
5. Accessing Editing For Writers Free and Paid eBooks

- Editing For Writers Public Domain eBooks
- Editing For Writers eBook Subscription Services
- Editing For Writers Budget-Friendly Options
- 6. Navigating Editing For Writers eBook Formats
 - ePub, PDF, MOBI, and More
 - Editing For Writers Compatibility with Devices
 - Editing For Writers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Editing For Writers
 - Highlighting and Note-Taking Editing For Writers
 - Interactive Elements Editing For Writers
- 8. Staying Engaged with Editing For Writers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Editing For Writers
- 9. Balancing eBooks and Physical Books Editing For Writers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Editing For Writers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Editing For Writers
 - Setting Reading Goals Editing For Writers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Editing For Writers
 - Fact-Checking eBook Content of Editing For Writers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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