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25 EDITING TIPS -> FOR TIGHTENING YOUR COPY

| 01. Cut long sentences in two | 14. Make your verbs stronger |
|------------------------------------|-----------------------------------|
| 02. Axe the adverbs | 15. Ditch the passive voice |
| 03. Stick to one voice | 16. Refer to people as "who" |
| 04. Remove extra punctuation | 17. Avoid "currently" |
| 05. Replace negative with positive | 18. Cut "there is" or "there are" |
| 06. Replace stuffy words | 19. Match up your bullet points |
| 07. Remove redundancies | 20. Use contractions |
| OB Reduce prepositions | 21 Steer clear of the "ing" tran |

Editing For Writers

Peter Ginna

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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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
 - $\circ\,$ 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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