

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

Bonny Franke



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

Write. Edit. Promote Samarpita Sharma, 2019-08-10 I am not exaggerating when I say I get at least 8 9 messages over all social media platforms every single month asking me how to write I love to write but I don t know how to begin doing it formally Can you give me tips on writing Who will read me when nobody knows me Is publishing a book very traumatising a process Why don t you take online classes teaching how to write These are just a few of the questions people ask me and while I really want to help them I am never sure where do I begin from Writing is such a vast activity on its whole and I believe no one can really be taught how to write But all of us can learn to write better In this book I wanted to address questions about writing editing hiring an editor and even how to promote a book without spending a bomb Many people remain confused and unaware of how none of this is too difficult if done the correct way If you look hard and carefully you might spot some errors in this book I have not edited this book in the manner I run a fine tooth comb through manuscripts of my clients The reason for this is that I want to stress on an important point I keep telling all authors The writer of the piece looks at it from the writer s eyes The editor s eyes can spot things a writer s eye might not Of this book I am only the author I hope this book helps you I know publishing is not a smooth experience I cannot help you get published but I hope I can help you with a few other things that come up in the process I d love to know what you think Do mail me I have mentioned my email id at the beginning of the book

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 indispensable guide for anyone thinking about a career in book publishing, a valuable resource for working editors who want to enlarge their knowledge, and a useful tool for senior editors training staff.

Leslie T. Sharpe and Irene Gunther are both editors and writers. An experienced trade book editor, Leslie T. Sharpe teaches editing and writing at New York University and Columbia University. She is also a regular contributor to *New York Newsday*. Irene Gunther was a senior editor at Macmillan Publishing and has extensive experience in reference and college book editing. She is the author of a teenage biography and a contributor to various publications.

Intuitive Editing Tiffany Yates Martin, 2020-05 A practical, actionable guide for assessing your writing with the objective eye of an editor and deepening and elevating your story. Whether you write fiction, narrative nonfiction, or memoir, whether this is your first story or your fiftieth, *Intuitive Editing* will help you edit and revise your writing with inspiration, motivation, and confidence.

Editors on Editing Gerald Gross, 1993-01-01 Essays discuss writers' conferences, editing for specific markets, the role of the editorial assistant, and editing specific genres.

[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.

The Magic of Fiction Beth Hill, 2016-03 Writing a novel can seem daunting, but it doesn't have to be. No matter where you are with your writing project—beginning the first draft, rewriting the fifth draft, or editing the final draft—help is available. *The Magic of Fiction* is a comprehensive guide for crafting fiction. It's the perfect resource for writers planning to self-publish, authors looking for an edge for manuscript submissions, and editors looking for a handbook on craft. Students and educators will also benefit with details about the crafts of writing and editing available in a single book. Whether you intend to self-publish or submit your manuscript to agents or publishers, use *The Magic of Fiction* to master the ins and outs of writing and revision, create stronger early drafts, and edit your own stories. This guide addresses all aspects of editing and writing, from the mechanics to story issues to style concerns. In it, you'll find:

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- Specifics for punctuation in dialogue
- Tips for putting setting to work for your fiction
- Suggestions for editing for the reader
- Help for writing to genre conventions
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Every fiction writer should be equipped to not only write well but to rewrite and edit. There are books designed to help you write a novel, books to help you revise, and books to help you with the

nitty gritty of punctuation and grammar The Magic of Fiction brings all those elements together in a single easy to digest resource for the writer looking for an edge in today s literary marketplace The format of The Magic of Fiction helps you focus on what you need when you need it Chapters provide detailed discussions of topics and end with quick lists to help you get straight to work on your own stories Written by freelance fiction editor Beth Hill The Magic of Fiction will help you produce high quality fiction that will earn attention for all the right reasons *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 *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 works Pamela Haag tackles the most common challenges of scholarly writing This book is packed with practical user friendly advice and is written with warmth humor sympathy and flair With an inspiring passion for natural language Haag demonstrates how to reconcile clarity with intellectual complexity Designed to be an in the trenches desktop reference this indispensable resource can help scholars develop a productive self editing habit advise their graduate and other students on style and ultimately get their work published and praised **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

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

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

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

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 bit of self editing before your draft needs to go to an editor And that'll save you money Removing the mystery To many beginning authors editing is a mysterious and often misunderstood process In this book I'll define the types of editing you need outline the parts that you can and should do yourself and then explain the process that your editor will go through as they clean up what's left No idea where to find an editor I'll show you how to find a good one on popular freelancing sites If that doesn't work I'll give you the contact information of my own editor Then I'll

introduce you to a piece of software that'll save you countless hours in turnaround time working with your editor. And I'll walk you through the steps my writing partner and I use to fix our own drafts before they go to our editor. Editing is much easier if you make fewer mistakes in the first place. Seems simple, right? It should be. For that reason, I felt it was important for this book to have two parts to it: How to clean up what you had already written and how to minimize all that cleanup by knowing what and how to write fiction sentences in the first place. So the first half of the book is about editing process and workflow. And the second half is a refresher course on the very basics of writing fiction sentences. And the bonuses I created: tutorial videos to show you exactly how I've cut Word loose and now collaborate directly with my editors inside Scrivener. So whether you've never worked with an editor before or you just want to save some time, money, and headache editing your next draft, I wrote this book for you.

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.

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 **The Ten Day Edit: A Writer's Guide to Editing a Novel in Ten Days** Lewis Jorstad,2020-04-28 You ve written a novel now to perfect it Fortunately it isn t as hard as you think Through this step by step ten day challenge The Ten Day Edit will help you face the overwhelm that comes with editing a novel Along the way it ll teach you everything you need to know to master the editing process create a page turning story and build a team of readers to support you You ll learn to Organize the editing process stay focused and maximize your time with a game plan built for your story Strengthen your story through advanced skills like scene and chapter structure Work with beta readers critique partners and editors to hone your skills Perfect your prose opening line and title to create a professional level manuscript Bring it all together in a final novel ready to share with the world Each day of this editing challenge comes with easy to follow prompts and intuitive goals helping you make sense of the editing process By the end The Ten Day Edit will have guided you from a first draft to a finished novel What are you waiting for *Line by Line* Claire Kehrwald Cook,Modern Language Association of America,1985 Loose baggy sentences Faulty connections III matched partners Mismanaged numbers and references Problems with punctuation The parts of a sentence

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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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