

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

Katrin Zwirgmaier



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

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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
- Tips for word choices
- A guide for editing approaches and much more

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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

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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

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

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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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