



THE THREE STAGES OF EDITING

GENERAL OVERVIEW OF THE EDITING PROCESS

The book editing process is a collaborative endeavour that involves an ongoing conversation between you as the author and me as your editor. By working in partnership with you on your manuscript, I am able to help you to produce the best possible outcome in terms of a high-quality and polished end result, while still retaining your author 'voice' and message. Throughout the editing process, I encourage you to ask questions and to query any editorial suggestions I may make which do not resonate well with you.

Editing a book is inherently a subjective process. For this reason, all of my editorial comments and Track Changes suggestions can be grouped into three categories:

1. Those edits/suggestions which you can see would be a definite improvement to your book (you may have already been aware that these areas of your manuscript were problematic)
2. Those edits/suggestions you definitely disagree with and you want to reject (which is absolutely your prerogative as author of your book – but I recommend you still give them some consideration)
3. Those edits/suggestions you would like to discuss further with me.

GUIDE TO THE THREE STAGES OF EDITING

STRUCTURAL EDITING

The first step in a book publishing project is the structural editing stage. The purpose of structural editing is to enhance the overall direction of your narrative. My ultimate aim is to ensure that your prose is cohesive and flows smoothly in order to provide your audience with an enjoyable reading experience.

During the structural editing process, I examine such aspects of your manuscript as voice/tone, word tense, conjunctions and transitions, consistency, pace, as well as the overall sequence of your sections and/or chapters of your book. In addition, I will review your writing from a legal perspective to guard against any potential defamation issues or copyright infringements. In the case of fiction manuscripts, I also identify any issues with character development, dialogue and plot. During the structural editing stage, I don't focus on grammar, spelling and punctuation. Any language issues will be dealt with during the copy editing phase once I've made sure that your book is as polished as possible from a structural perspective.

COPY EDITING

The aim of the copy editing process is to produce a finished manuscript that is free from any spelling, punctuation and grammatical errors in order to improve the quality of your writing, and to ensure that your reading audience's experience is the best it can be.

During the copy editing phase, I check your manuscript for appropriate use of the eight parts of speech (i.e. nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions and interjections), as well as verifying whether full stops, question marks, exclamation points and other punctuation symbols have been used correctly. I also examine word usage and sentence structure to make sure your intended message is expressed clearly and concisely. In addition, I perform fact-checking to confirm that all names, dates, and numerical data are accurate, as well as ensuring your manuscript does not contain any embarrassing omissions or mistakes.

For an additional fee, I can prepare an editorial style sheet for you if requested, noting such details as preferred spellings, how numbers are recorded, and style of abbreviations, so they appear consistently throughout your book.

PROOFREADING

The aim of the proofreading process is similar to that of copy editing. During the proofreading stage, I check for consistency in word usage and presentation, and accuracy in the text, images and page layout.

The main difference between copy editing and proofreading is that, during the copy editing process most of the grammatical and typographical errors have been corrected whereas, during the proofreading process, it is usually only formatting mistakes or occasional typos that are identified. This is due to the fact that any other errors have already been fixed.

The proofreading stage is the final quality check and 'tidy up' after your Word document has been typeset using Adobe InDesign. It is the final opportunity for you to make any last-minute minor revisions to your writing. This is because, once the typesetting stage has been completed, your book is ready to be printed (and/or converted to ebook format) and it is expensive for you to make any changes in the form of new content at this point of the publishing process.

KEEN TO FIND OUT MORE?

If you would like more information about the different stages of editing (including which editing service your book requires), please get in touch so that I can discuss your options in detail with you.

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