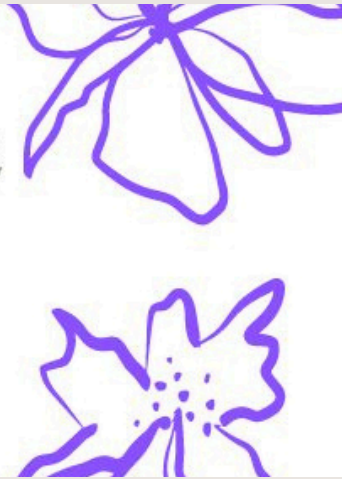


ACCELERATE TO EXCELLENCE EDITING



G U I D E F O R A U T H O R S

In this guide, I will highlight to you some of the best ways to prepare your manuscript for editing. Being an author and an experienced editor, I have come across several common issues, some of which can be avoided easily by the author, so I hope that this guidance will help you to be the best author you can be, and to achieve a polished version of your manuscript post-editing.



One thing that always helps if you're looking to get your book edited is asking yourself if you've done **everything you can** to ensure that the editor's job can go as smoothly as possible. Check for obvious errors, check facts, citations or references, and any discrepancies in your plot or descriptions (for instance, have you described a character's eyes as green in one chapter and blue in another one?!). These are all things that an editor will check, but the less time they spend focusing on the smaller errors, the more they can focus on the flow of the manuscript and the more polished your book will be!

It is important, especially for fiction authors, to write at least 2 or 3 drafts before submitting it to an editor.



"I'm writing a first draft and reminding myself that I'm simply shoveling sand into the box, so that later, I can build castles." - Shannon Hale

"The first draft is just you telling yourself the story." - Terry Pratchett



BE CLEAR ON WHO YOUR READER IS AND COMMUNICATE THIS WITH YOUR EDITOR.

This enables the editor to consider your target reader when making any structural suggestions. It's important that the editor retains your unique author's voice throughout and understands the goal for the book that you've written.



AVOID REPETITION:

If you're using the same adjectives a lot, for example, 'beautiful', try using a thesaurus to come up with different ones. The editor will also do this for you, but it's good practice for any writer, and this can apply to non-fiction as well as fiction.

TOP TIP: MOST INSTANCES OF 'VERY' AND 'REALLY' CAN BE ELIMINATED FOR A CLEANER LOOKING TEXT.

FOR EXAMPLE:

"The tree wasn't moving. Its leaves were very stoic."

VS

"The tree wasn't moving. Its leaves were stoic."



Felicity does an amazing job on everything she touches! Her skills have been a true gift to me in my writing. She has great communication skills and made what might seem to be challenging very easy. She is a great encourager and sincerely loves guiding people to make their writing look brilliant!



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