Working with an Editor

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Editing and proofreading are essential. Editing and proofreading are different steps in the process of revising a text. Editing can involve major changes to content, structure and language, but proofreading focuses only on minor errors and inconsistencies. Often a text will go through several stages of editing before it is ready for proofreading. For more information about working with me, feel free to email me at **info@TamelyndaLux.com**. Or schedule a free 20-minute General Enquiry via my online calendar: **www.TamelyndaLux.com/services**

Step 1: Discuss What You Need

Let's chat by Zoom about your project. It's easy to set up a free 20-minute General Enquiry via my online calendar: https://tamelyndalux.com/services

Step 2: Developmental Editing

WHEN: as early as an outline or first draft.
Content editing (also called developmental editing or substantive editing), involves checking the content. It checks the content for factual errors, contradictions, and inconsistencies. Fictional work is reviewed for discrepancies in the plot, character, or dialogue. It checks whether the theme has been developed properly, or whether the sub-plots have been well integrated into the storyline. Content editing evaluates the content in detail.

Option: Pre-Readers Before Editing — Commonly known as test readers or beta readers. They help you look for story flaws or other things about your book that you can make better. Does this story make sense? What could make this more exciting? Test readers are invaluable for feedback before you even go further in the process.

Step 3: Line Editing

The manuscript is looked at as a whole. Review for conclusions and clarity. Check sentence and paragraph-level for flow and transitions. Some editors will combine line and copy editing (see next step).

Step 4: Copy Editing

Correct spelling, grammar, usage, capitalization, punctuation, omissions. Improve consistency, clarity, and correctness. Reduce repetition.

Step 5: Proofreading

Correct typos, spelling, punctuation.
Correct spacing and formatting.
Correct misused words, e.g., there & their.

Option: Pre-Readers After Editing — Also known as an ARC (advance reading copy) team. After the editing pass, you can look for a different kind of pre-reader. These are an exclusive pre-launch group that sometimes gets a free copy of the book early in return for writing reviews; you would send your pre-readers a PDF of your manuscript. Note that for Amazon, you want "verified reviews," which means the reader must have purchased the book.

Step 6: Formatting

Formatting is how your manuscript looks and reads including things like font size, page color, word count, page number, line spacing, paragraph breaks—everything that goes into the visual appearance. Most self-published authors hire a formatter (from Fiverr or Upwork for example).

Step 7: Proofreading (again)

After your manuscript has been formatted, it will look exactly like it will for print publication. Proofreading it with a more focused eye will help you find any remaining errors or typos, etc., so you can make the necessary revisions before publishing.

Developmental Editing

Developmental editing is generally the first step of editing to carry out once you have completed your draft manuscript.
This could result in a series of rewrites and so it is best that this phase comes before any proofreading or fine-tuning because any polishing is subject to be undone by new edits.

- In the publishing industry, a manuscript first goes to a content editor who evaluates the content, and if there is the need, suggests changes to the writer. The writer, with the help of the content editor, then re-writes the parts that need change. Once the content editor is satisfied and sure that the text will grab the attention of the reader, the manuscript goes to the copy editor. Sometimes the same person does both the content editing and the copy editing, but in either case, copy editing is the final editing stage before the manuscript goes to print.
- In the self-publishing world, the author may have a writing coach, friend, or freelance editor evaluate and provide feedback about the content. The author then re-writes as desired. Once completed, the author hands the manuscript back to the editor for line and copy editing. It is the responsibility of the author to proofread the returned manuscript from the editor.

Line Editing vs. Copy Editing

Line editing comes before copy editing. Where line editors are concerned primarily with questions of style, copy editors are concerned with mechanics.
A copy editor ensures that the language in a manuscript follows the rules of standard English and adheres to the publishing house or author's style guide.

Line Editing

A line editor goes through a manuscript sentence by sentence, asking questions about how the language itself is working.
For example:
- What is the tone of this passage? Do the words successfully evoke that tone?
- Are there any extraneous words or needless digressions?
- How do the sentences fit together? Do they flow easily from one to the next?
- Is the language precise and free of clichés?
- Is there a consistent point of view? If the point-of-view shifts, does it do so in a logical, consistent manner?

Copy Editing

Copy editing is checking the document for spelling, capitalization, punctuation, verb tenses, and other grammatical errors. It also involves checking for continuity, sentence structure, paragraph lengths, word choices, missed words, and the like. In other words, copy editing involves correcting the language of the text.

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