8 Editing Processes

Checklist

✓

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The intent with editing is to ensure the resulting publication is:
cohesive; consistent; relevant; and correct.

Note: _Editing is_ <u>NOT</u> _proofreading. They are separate functions with different purposes._
(A check list for proofreading is also available from
trrobinsonpublications.com)

Editing is not an easy undertaking and undoubtedly it is preferable to engage the services of a professional. However, the majority of independent authors do not have the resources to meet such an expenditure. The task is not helped by the fact our brains have the habit of consistently recognising some inconsistencies, plot deviations, or anomalies, as correct, no matter how many times the text is gone over. This check list is provided in an attempt to assist authors with their editing.

Prior to commencing the editing it would be wise for the author to have first proofread the manuscript. A check list proofreading is also available.

To achieve the best results, each process should be repeated several times. Editing is a slow-paced requirement but a necessary one if the author is to produce the best work they can. (It is not possible to pick up all anomalies in one read.)

The more detailed originating article upon which this check list is based may be read at: http://bit.ly/TRCLEDT

8 Editing Processes	✓ When Completed
Save copy of original manuscripts in separate file. (For backup & referral.)	☐
Read through without interruption. (Annotate inconsistencies, inaccuracies, etc.)	☐
Make alterations and corrections. (In new fresh copy of manuscript.)	☐
Read through amended manuscript. (Other anomalies will come to light.)	☐
Make further alterations. (Preferably in a further copy.)	☐
Read chapters and sections our of order. e.g. chapter 10, followed by 4, and so on.	☐
Rewrite and Reorder, as appropriate. (Ensure storyline and plot follow.)	☐
Repeat whole process. (Several times.)	☐