

# 8 EDITING PROCESSES

Remember Editing and Proof-Reading are different processes.

1

**Save copy of original manuscript in separate file.**

*(For backup and referral.)*



2

**Read through without interruption.**

*(Annotate inconsistencies, inaccuracies, etc.)*



3

**Make alterations and corrections.**

*(In new fresh copy of manuscript.)*



4

**Read through amended manuscript.**

*(Other anomalies will come to light.)*



5

**Make further alterations.**

*(Preferably in a further copy.)*



6

**Read chapters/sections out of order.**

*(e.g. chapter 10 followed by 4, and so on.)*



7

**Rewrite/Reorder as appropriate.**

*(Ensure storyline and plot flow.)*



8

**Repeat whole process.**

*(Several times:  
Not possible to pick up all anomalies  
in one read.)*



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