

# 25 EDITING TIPS FOR TIGHTENING YOUR COPY

01. Cut long sentences in two

02. Axe the adverbs

03. Stick to one voice

04. Remove extra punctuation

05. Replace negative with positive

06. Replace stuffy words

07. Remove redundancies

08. Reduce prepositions

09. Cut "in order to"

10. Don't use "start to"

11. Mix "that"

12. Replace "thing"

13. Spot "very" and "really"

14. Make your verbs stronger

15. Ditch the passive voice

16. Refer to people as "who"

17. Avoid "currently"

18. Cut "there is" or "there are"

19. Match up your bullet points

20. Use contractions

21. Steer clear of the "ing" trap

22. Check your commas

23. Use "more than," not "over"

24. Hyphenate modifiers

25. Identify your tells

Double check everything!

## NOTES

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# **Editing Guidelines For Writers**

**Samarpita Sharma**



# Editing Guidelines For Writers

**Editing guidelines for writers and editors** ,1983      **The Savior's Sister** Jenna Moreci,2020-09-29 The Savior's Sister is utterly unputdownable It's compulsive addictive and mesmerizing If you love romance fantasy and bloodshed ignore your TBR pile this is the only dark fantasy novel you need Sacha Black BESTSELLING fantasy and nonfiction writing craft author In the thrilling companion to one of Book Depository's Best Books of All Time experience the peril and heart stopping romance through Leila's fresh perspective Leila T's Salvat raas Savior of Thessen and magical Queen of Her realm is worshiped by all Except Her father He wants Her dead The Sovereign's Tournament a centuries long tradition designed to select The Savior's husband is days away but Brontes's plan to overthrow his daughter ignites shifting the objective of the competition from marriage to murder With the help of Her sisters and some unexpected allies Leila must unravel Brontes's network and prevent Her own assassination But as the body count rises She learns the deception runs far deeper than She imagined When She finds Herself falling for one of the tournament competitors Her father finds himself another target for murder Can Leila save Herself and Her beloved or is their untimely end and the corruption of Her realm inevitable **TRIGGER WARNINGS** This book contains graphic violence sexual situations physical abuse adult language and references to suicide The Savior's Sister is one of those gritty sexy and occasionally violent books you can't put down I can't wait to see what's next for Leila and Tobias Meg LaTorre FOUNDER of iWriterly and science fiction and fantasy author      **Write. Edit.**

**Promote** Samarpita Sharma,2019-08-10 I am not exaggerating when I say I get at least 8-9 messages over all social media platforms every single month asking me how to write I love to write but I don't know how to begin doing it formally Can you give me tips on writing Who will read me when nobody knows me Is publishing a book very traumatising a process Why don't you take online classes teaching how to write These are just a few of the questions people ask me and while I really want to help them I am never sure where do I begin from Writing is such a vast activity on its whole and I believe no one can really be taught how to write But all of us can learn to write better In this book I wanted to address questions about writing editing hiring an editor and even how to promote a book without spending a bomb Many people remain confused and unaware of how none of this is too difficult if done the correct way If you look hard and carefully you might spot some errors in this book I have not edited this book in the manner I run a fine tooth comb through manuscripts of my clients The reason for this is that I want to stress on an important point I keep telling all authors The writer of the piece looks at it from the writer's eyes The editor's eyes can spot things a writer's eye might not Of this book I am only the author I hope this book helps you I know publishing is not a smooth experience I cannot help you get published but I hope I can help you with a few other things that come up in the process I'd love to know what you think Do mail me I have mentioned my email id at the beginning of the book

**How to Edit and Be Edited** Allegra Huston,2019-12-23 The purpose of editing is to make your work as good as it can

possibly be Yet most writers dread the editing process because most editors are never taught how to do it well Editing is about inspiring and energizing the writer as well as critiquing the material As a writer you can ask for what you need

*Editing Fact and Fiction* Leslie T. Sharpe, Irene Gunther, 1994-09-30 Writing in a lively informal style two editors with extensive experience in a wide variety of fields fiction and nonfiction trade and reference academic and commercial publishing explain what editors in different jobs really do in this concise practical guide *The Complete Guide to Editing Your Fiction* Michael Seidman, 2000-03 Using excerpts and drafts of his own writing to illustrate the material the author offers advice on both major narrative elements such as plot characterization and dialogue as well as small details such as pace description style and grammar Annotation copyrighted by Book News Inc Portland OR **An Editor's Guide to Writing and Publishing Science** Michael Hochberg, 2019 This contemporary guide is packed full of expert tips and suggestions which will make the reader think in a fresh creative and novel way about writing and publishing science **Tips from a Publisher** Scott Pack, 2020-01-01 From a handy introduction to how the publishing world works and how authors fit into it to practical tips on writing your book strategies for editing and re writing *Tips from a Publisher* is an indispensable guide for authors Helping you create the perfect submission and telling you the truth about what happens once you get published it is crammed full of common sense advice and some trade secrets that no aspiring writer should be without Shut up and listen to everything he has to say Caimh McDonnell bestselling author of *The Dublin Trilogy* Part instruction manual part sat nav part friendly arm round the shoulder this is the book every aspiring writer needs to own John Mitchinson co founder Unbound A book shaped boot camp for emerging writers essential reading Judith Heneghan director Winchester Writers Festival Scott knows the publishing industry inside out and whenever I work with him I know my authors are in good hands Charlotte Seymour literary agent I wouldn't trust anyone else to give me advice he really knows his stuff Valerie Brandes founder Jacaranda Books The best editor I've ever worked with Ray Robinson author of *The Mating Habits of Stags* **Revise** Pamela Haag, 2021-03-23 A helpful engaging guide to the revision of scholarly writing by an editor and award winning author Pamela Haag has been called the tenure whisperer for good reason Any scholar who hopes to attract a wider audience of readers will benefit from the brilliant step by step guidance shared here It's pure gold for all aspiring nonfiction writers Nancy MacLean author of *Democracy in Chains* *The Deep History of the Radical Right's Stealth Plan for America* Writing and revision are two different skills Many scholar writers have learned something about how to write but fewer know how to read and revise their own writing spot editorial issues and transform a draft from passable to great Drawing on before and after examples from more than a decade as a developmental editor of scholarly works Pamela Haag tackles the most common challenges of scholarly writing This book is packed with practical user friendly advice and is written with warmth humor sympathy and flair With an inspiring passion for natural language Haag demonstrates how to reconcile clarity with intellectual complexity Designed to be an in the trenches desktop reference this indispensable resource can help scholars

develop a productive self editing habit advise their graduate and other students on style and ultimately get their work published and praised *Great Little Last-Minute Editing Tips for Writers: The Ultimate Frugal Reference Guide for Avoiding Word Trippers and Crafting Gatekeeper-Perfect Copy* Carolyn Howard-Johnson,2020-09 Carolyn Howard Johnson picks the trip you up words that her clients struggle with and puts them in a quick reference guide light enough and small enough to be used as an quickie gift that the recipient can tuck into a glove compartment or purse to keep their homonym skills fresh and explains why following grammar rules assiduously isn t always the best choice for writers Carolyn Howard Johnson has created something of unmatched value usage advice that cuts through the contentious world of grammar to offer real help Writers polishing their manuscripts and query letters will find Howard Johnson s guide more useful than Strunk and White JUNE CASAGRANDE author of *Grammar Snobs Are Great Big Meanies* Penguin and syndicated grammar columnist guru That so much helpful advice is couched in such light hearted easy to read and entertaining prose is due to Howard Johnson s abilities MAGDALENA BALL founder and editor of *The Compulsive Reader* review it s editing books like this that help us get one step closer to writing and speaking clearly and succinctly Five stars DAWN COLCLASURE author *365 Tips for Writers* This book is a good investment for all writers no matter how skilled and experienced they believe they are And if you believe you could care less you really need this book BOYD SUTTON editor *Wisconsin Writer s Journal* From adapting adopting to wreak reek this book is highly recommended reading for anyone preparing to write pretty much anything and a fascinating read in its own right for those who appreciate word play and the occasionally encountered dilemmas of the English language JIM COX Editor in Chief *Midwest Book Review* This is a wonderful book that could be used as a reference book in secondary classrooms and writing groups The book would also be handy during teacher student writing conferences as a neutral way to discuss word use errors especially CAROLYN WILHELM curriculum writer *The Wise Owl Factory* Learn more at [www HowToDoItFrugally com](http://www.HowToDoItFrugally.com) From *Modern History Press* [www ModernHistoryPress com](http://www.ModernHistoryPress.com) LAN022000 LANGUAGE ARTS DISCIPLINES Editing Proofreading BUS011000 BUSINESS ECONOMICS Business Writing **The Writer's Guide to Self-Editing** Naveed Saleh,2019-02-21 Over the years technological advances have given publishers the ability to produce more books and online publications with greater speed This new efficiency however has increased editors workloads limiting the amount of detailed editorial feedback that they can provide authors In turn writers must become self editors ensuring that their text is nearly perfect on submission This book serves as a guide to self editing nonfiction print and online publications including articles for general and academic audiences It is both prescriptive and descriptive drawing from stylebooks dictionaries research and more to provide a full picture of both style and grammar Also provided are techniques that boost search engine optimization and engagement of Internet audiences *Media Writer's Handbook* George T. Arnold,1996 This guide to grammar style and usage is intended as a quick reference for news and media writing Examples from news and other media sources relevant to students and professionals in a variety of journalism and communication

professions are included In addition there are tips on how to avoid insensitive discriminatory language which addresss men s and women s changing roles and the increasing diversity of society In relation to this suggestions are provided for writing in a more inclusive and non discriminatory way

**The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders** K. D. Sullivan,Merilee Eggleston,2006-07-13 Packed with customizable editing tools this practical up to date reference includes the latest on writing and editing online The McGraw Hill Desk Reference for Editors Writers and Proofreaders is an indispensable resource for writers editors proofreaders and virtually everyone responsible for crafting clear polished writing Ideal for professionals and novices alike it guides you through the entire proofreading and editing process and features more than 25 downloadable interactive tools and checklists This all in one package offers style sheet templates a list of editor s symbols comprehensive editing and proofreading checklists and guides to commonly misspelled and confused words It also presents advice on electronically editing and proofreading for the Web

*Editing Made Easy* Bruce Kaplan,2021-10-19 As the title states this book is designed to be easy to use for all writers It offers straightforward practical guidelines for editing without getting into the weeds of advanced English grammar You will find no loftier technical grammatical terms here such as present perfect progressive correlative conjunctions imperative mood or interrogative adjective However much of the advice in this book is not to be written in stone English is a flexible language and writing a creative calling As you will see there are many acceptable ways for writers to express themselves What you will find in this book is How to avoid the most common errors of grammar and spelling How to spot typographical and factual errors Understanding the styles of print and online media How to make your writing more exciting and dynamic And improving your odds of having your work published The goal of this book is simple to put the odds on the writers side to increase your chances of being published or finding success as a reporter feature writer novelist freelance writer blogger Web developer Web editor communications consultant advertising copywriter speechwriter or public relations consultant in fact anything involving the written word

Editing Guide Rachel Bard,1989-01-01 Here is the long awaited companion handbook to Rachel Bard s popular NEWSWRITING GUIDE now in its second edition Part II Eleven ways to improve your style Plus tables of universally used editing clear examples illustrating the most frequently encountered difficulties bibliography of reference works that should be beside every writer s typewriter or word processor

**Editing - 10 Steps** Bonny Franke,2015-03-19 Editing 10 Steps is full of reminders to check and re check details plus it shows how to avoid rushing in order to produce a more polished document Editing 10 Steps builds awareness in writers who know how tough it is to be objective about whatever type of writing they choose Editing 10 Steps recognizes that re writes separate the beginner from the polished revisions demanded by professional editors and authors Editing 10 Steps pushes writers who may be too close to the thoughts they try to convey and offers encouragement to see what is missing or overly stated A reference guide and user friendly Editing 10 Steps is more than a one time book It will be an on going helper to produce error free manuscript as the

only ones acceptable      **The Ten Day Edit: A Writer's Guide to Editing a Novel in Ten Days** Lewis Jorstad,2020-04-28  
You've written a novel now to perfect it Fortunately it isn't as hard as you think Through this step by step ten day challenge  
The Ten Day Edit will help you face the overwhelm that comes with editing a novel Along the way it'll teach you everything  
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final novel ready to share with the world Each day of this editing challenge comes with easy to follow prompts and intuitive  
goals helping you make sense of the editing process By the end The Ten Day Edit will have guided you from a first draft to a  
finished novel What are you waiting for      **Great Little Last-minute Editing Tips for Writers** Carolyn

Howard-Johnson,2020 Howard Johnson presents an encyclopedic catalog of word trippers commonly used pairs of words or  
phrases that are frequently misused Tips and rationale for choosing the correct word or phrase are provided for each item

**Great Little Last-Minute Editing Tips for Writers** Carolyn Howard-Johnson,2010-02-17 Great Little Last Minute  
Editing Tips for Writers is a handy little but magic booklet that will help you avoid the gremlins lurking in your writing the  
ones determined to embarrass you You'll feel more secure when you send out your blog posts your business and query letters  
or your manuscripts to those who can help build your career      **The Subversive Copy Editor** Carol Fisher

Saller,2009-08-01 Each year writers and editors submit over three thousand grammar and style questions to the Q another  
speaks to writers themselves Throughout the focus is on serving the reader even if it means breaking rules along the way  
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## **Editing Guidelines For Writers** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Editing Guidelines For Writers**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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