



Self-Editing Checklist



GRAMMAR

- Subject-verb agreement
- No fragment and run-on sentences
- Pronoun-antecedent agreement
- Active voice prevails in the paper
- No exclamation marks
- Sentences have proper length

CAPITALIZATION

- Proper nouns start with capital letters
- All paper headings have correct capitalization
- Sentences begin with a capital letter
- Essay title capitalized following required format
- Articles & coordinating conjunctions begin with lowercase letters

SPELLING

- Words highlighted by a spell check are reviewed and corrected
- Commonly mixed word pairs (there-their, its-it's) are spelled correctly

FORMATTING

- Paper has separate introduction, body paragraph(s) & conclusion
- 1 paragraph = 1 idea
- Each paragraph is fully developed
- Quotes & paraphrasings are properly cited
- Direct quotes are in quotation marks
- Long quotes follow a block quote format

PUNCTUATION

- Commas are properly used to set off listed items
- Oxford comma is in place
- Every sentence ends with punctuation mark
- Colons & semicolons are correctly used
- In compound sentences, commas are before conjunctions

English Editing Guideline

Steve Dunham



English Editing Guideline

The Elements of English Editing Lee Ann Weeks, Ann van Rooijen-Bless, 2013 **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 Copyeditor's Handbook** Amy Einsohn, Marilyn Schwartz, 2019-05-14 Unstuffy hip and often funny The Copyeditor's Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn't make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you're ready to test your mettle pick up The Copyeditor's Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook A Guide to Editing Middle English, 1998 Freelance Proofreading and Copy-editing Trevor Horwood, 1995 **A short guide to post-editing** Jean Nitzke, Silvia Hansen-Schirra, Artificial intelligence is changing and will continue to change the world we live in These changes are also influencing the translation market Machine translation MT systems automatically transfer one language to another within seconds However MT systems are very often still not capable of producing perfect translations To achieve high quality translations the MT output first has to be corrected by a professional translator This procedure is called post editing PE PE has become an established task on the professional translation market The aim of this text book is to provide basic knowledge about the most relevant topics in professional PE The text book comprises ten chapters on both theoretical and practical aspects including topics like MT approaches and development guidelines integration into CAT tools risks in PE data security practical decisions in the PE process competences for PE and new job profiles *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

The Concise Guide to Copy Editing Paul LaRocque,2003 Conveniently organized to serve as a training tool for new or improving copy editors this guide teaches how to best serve clients

The Craft of Editing Michael Alley,1999-12-21 Designed for all those who deal with scientific and technical writing by others in universities government labs businesses or engineering firms this book helps readers become more effective and more efficient at editing the proposals theses journal articles and reports that cross their desks and which need approving grading or reviewing Written by the author of the best selling *Craft of Scientific Writing* the guide deals with the subject in a refreshing way and includes a large number of enlightening examples and stories

The Art of Academic Editing: A Guide for Authors and Editors Cara M. Jordan,Leslie Castro-Woodhouse,2024-01-01 Whether you re approaching academic editing as an author or an editor this book will demystify the key stages in the editorial process *The Art of Academic Editing* is the first full length guide to the different types of editorial services and when they happen in the life cycle of a scholarly text It will facilitate more effective collaboration between authors and editors as the field of academic editing expands The book covers Developmental editing Book coaching Working with international authors Working with graduate students Line editing Copyediting Indexing Proofreading The eight contributing authors experts in their fields explain the nuts and bolts of their editing practice using real life models sharing their tips and advice for both scholarly writers and editors The book is written in an engaging nontechnical style to make it easier for all readers regardless of their background or editing experience to understand the academic editor s methods skills and training With a glossary of common terms and an online resource guide this is the essential handbook both for scholarly editors and the authors working with them Co edited by Cara M Jordan and Leslie Castro Woodhouse *The Art of Academic Editing* s contributing authors also include Nancy Burkhalter Cameron Duder Pamela Haag Caroline Malloy Tess C Rankin Elizabeth H Stern and Maria Snyder

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 *The Copyeditor's Handbook* Amy Einsohn,2000 Addressed to copyeditors in book publishing and corporate communications this lively practical manual explains what copyeditors do what they look for when they edit a manuscript and how they develop the editorial judgment needed to make sound decisions 20 line illustrations 14 tables *The Elements of Editing* Arthur Plotnik,1984 Information 1st Macmillan paperbacks ed Includes bibliographies and index [Copyediting, a Practical Guide](#) Karen Judd,1990 Filled with sound practical advice this book is a must if you wish to become an effective copyeditor **Editing Scientific Books and Journals** Maeve O'Connor,Ciba Foundation,1978 *Think about Editing* Allen Ascher,1993 Frequently reissued with the same ISBN but with slightly differing bibliographical details **Effective Editing** Gaylon Eugene Murray,2009 This book is designed for use in journalism and English classes it teaches students the rules for editing news and broadcasting stories **The Editor's Companion** Steve Dunham,2015-01-01 Excel at editing The editor s job encompasses much more than correcting commas and catching typos Your chief mission is to help writers communicate effectively which is no small feat Whether you edit books magazines newspapers or online publications your ability to develop clear concise and focused writing is the key to your success The Editor s Companion is an invaluable guide to honing your editing skills You ll learn about editing for CONTENT Analyze and develop writing that is appealing and appropriate for the intended audience FOCUS Ensure strong beginnings and satisfying endings and stick with one subject at a time PRECISE LANGUAGE Choose the right words the right voice and the right tense for every piece GRAMMAR Recognize common mistakes in punctuation parts of speech and sentence structure and learn how to avoid them You ll also find valuable editing resources and checklists advice on editorial relationships and workflow and real life samples of editing with explanations of what was changed and why The Editor s Companion provides the tools you need to pursue high quality in editing writing and publishing every piece every time

Proofreading and Editing in Student and Research Publication Contexts Nigel Harwood,2024-03-19 This book explores proofreading and editing from a variety of research and practitioner led perspectives to describe debate and interrogate roles and policies within the student and research publication context Chapters feature a wide range of empirical research findings gathered from an internationally diverse set of experts in the field from Australia Canada Finland Hong Kong the UK and the USA The book progresses debates surrounding the legitimacy and necessity of copyeditors and proofreaders drawing upon a range of theory and practice Contributing to further research and dialogue in the area the book addresses the ethicality and educative benefits of proofreading from various perspectives Ultimately the book offers vital discussions about the ethics and boundaries of proofreading and editing with experts sharing their experiences and recommendations for next

steps This book will be of relevance to postgraduate students researchers and academics in the fields of literary studies higher education language arts and applied linguistics Teaching and learning professionals policymakers proofreaders and editors can also benefit from the volume *The Global English Style Guide* John Kohl, 2008-03-07 This detailed example driven guide illustrates how much technical communicators can do to make written texts more suitable for a global audience You ll find dozens of guidelines that you won t find in any other source along with thorough explanations of why each guideline is useful

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