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Every company is moving. But most are moving in a hundred different directions. In contrast, fast-lane companies apply intense management discipline to drive their organizations in One Direction. Dave Ramos, the CEO of SHIFTPOINTS, studied over 300 companies, interviewed over 100 Chief Executive Officers, and he came to One Conclusion: Alignment is the Ultimate Competitive Advantage™! Harvard Business School professors Robert S. Kaplan and David P. Norton confirm this idea, "Alignment, much like the synchronism achieved by a high-performance rowing crew, produces dramatic benefits." This book contains over fifty case studies about fast-lane companies including Amazon, Tesla, Netflix, and more. It presents a comprehensive methodology that will help your company unleash the accelerating power of alignment. So, is everyone in your organization driving in One Direction? The author of Ghost World presents an offbeat tour of the sleepy Midwestern town of Ice Haven and its unusual inhabitants, including Random Wilder, the narrator and would-be poet laureate of the town; his arch-rival Ida Wentz; the lovelorn Violet Van der Plazt and Vida Wentz; Mr. and Mrs. Ames, a detective team; and others. Mature. Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media. This fiction-editing guide shows authors and editors how to recognize shown and told prose, and avoid unnecessary exposition. Louise Harnby, a fiction editor, writer and course developer, teaches you how to identify stylistic problems and craft solutions that weave showing and telling together, and understand why there's no place for 'don't tell' in strong writing. Topics include: Shown and told prose in different scenarios; the relevance of viewpoint; when exposition serves story and deepens character; and tools that help writers add texture. 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. An Adult Coloring Book for Authors! This book will help you paint powerful visual scenes that stick with readers long after they're finished your book. The techniques described within are simple and easy to use. Think of this as a guided coloring book adventure. YOUR adventure. There are lots of systems and guides to plotting, but if you're like me you have journals filled with notes, scenes and description... it can get overwhelming. I've based this book on traditional three-act story architecture, but it's greatly simplified. Plotters and pantsers can use the guided exercises to gain greater visual clarity and build more meaningful scenes with resonance. This book will help you get organized and unlock hidden potential in your scenes that you didn't know was there, by going beyond words and focusing on drawing and coloring your scenes until you have a full outline. This book makes an excellent workbook for writing retreats, is simple enough for children to use (it's never too early to write your first novel), and introduces a new, and hopefully useful, way to organize your novel, improve your writing, and create unforgettable scenes that will make a deep and lasting impact. Systematic, practical, complete — an essential resource for anyone who works with words Proofreaders are like goalkeepers: the last line of defence against mistakes that slip past their hard-working teammates. While proofreading is obviously not the only important job in the writing process, it is a necessary one — last, but definitely not least. The best proofreaders know that efficient and precise proofreading requires more than grammatical and mechanical expertise. It requires focus, sensitivity, self-awareness, almost saintly patience, and — importantly — a thorough understanding of the core responsibilities and processes of the proofreader. To be a great proofreader, you need to learn to think like one. Last But Not Least takes you beyond the basics of punctuation and grammar and into the nuts and bolts of how proofreaders think and work. This combination

reference and workbook is a go-to guide for novice proofreaders and seasoned professionals alike. Includes grammar and punctuation primers, as well as 25 exercises to sharpen your skills. Since its publication in 1985, the "MLA Style Manual" has been the standard guide for graduate students, teachers, and scholars in the humanities and for professional writers in many fields. Extensively reorganized and revised, the new edition contains several added sections and updated guidelines on citing electronic works—including materials found on the World Wide Web. NEW YORK TIMES BESTSELLER • From the stars of the Netflix series *Get Organized with The Home Edit* (with a serious fan club that includes Reese Witherspoon, Gwyneth Paltrow, and Mindy Kaling), here is an accessible, room-by-room guide to establishing new order in your home. “A master class on how to arrange even your most unattractive belongings—and spaces—in an aesthetically pleasing and easy-to-navigate way.”—*Glamour* (10 Books to Help You Live Your Best Life) Believe this: every single space in your house has the potential to function efficiently and look great. The mishmash of summer and winter clothes in the closet? Yep. Even the dreaded junk drawer? Consider it done. And the best news: it’s not hard to do—in fact, it’s a lot of fun. From the home organizers who made their orderly eye candy the method that everyone swears by comes Joanna and Clea’s signature approach to decluttering. The Home Edit walks you through paring down your belongings in every room, arranging them in a stunning and easy-to-find way (hello, labels!), and maintaining the system so you don’t need another do-over in six months. When you’re done, you’ll not only know exactly where to find things, but you’ll also love the way it looks. A masterclass and look book in one, *The Home Edit* is filled with bright photographs and detailed tips, from placing plastic dishware in a drawer where little hands can reach to categorizing pantry items by color (there’s nothing like a little ROYGBIV to soothe the soul). Above all, it’s like having your best friends at your side to help you turn the chaos into calm. Includes a link to download and print the labels from a computer (you will need 8-1/2 x 11-inch clear repositionable sticker project paper, such as Avery 4397). *The Copyeditor’s Workbook*—a companion to the indispensable *Copyeditor’s Handbook*, now in its fourth edition—offers comprehensive and practical training for both aspiring and experienced copyeditors. Exercises of increasing difficulty and length, covering a range of subjects, enable you to advance in skill and confidence. Detailed answer keys offer a grounding in editorial basics, appropriate usage choices for different contexts and audiences, and advice on communicating effectively with authors and clients. The exercises provide an extensive workout in the knowledge and skills required of contemporary editors. Features and benefits *Workbook* challenges editors to build their skills and to use new tools. Exercises vary and increase in difficulty and length, allowing users to advance along the way. Answer keys illustrate several techniques for marking copy, including marking PDFs and hand marking hard copy. Book includes access to online exercises available for download. Research publications have always been key to building a successful career in science, yet little if any formal guidance is offered to young scientists on how to get research papers peer reviewed, accepted, and published by leading scientific journals. With *What Editors Want*, Philippa J. Benson and Susan C. Silver, two well-respected editors from the science publishing community, remedy that situation with a clear, straightforward guide that will be of use to all scientists. Benson and Silver instruct readers on how to identify the journals that are most likely to publish a given paper, how to write an effective cover letter, how to avoid common pitfalls of the submission process, and how to effectively navigate the all-important peer review process, including dealing with revisions and rejection. With supplemental advice from more than a dozen experts, this book will equip scientists with the knowledge they need to usher their papers through publication. Requirements for professional media editing have undergone enormous technological change. Editors still edit copy. But today they do much more. Mass media editors must demonstrate skills from computerized pagination to social media monitoring, from image manipulation to Search Engine Optimization. The need for editing skills is reaching far beyond traditional journalism and into all areas of mass media, from newspapers to strategic communication. Public relations practitioners are expected to edit. Even advertising creative professionals must edit. And journalists taking on new roles as social media editors need to understand editing at the speed of digital media. This textbook aims to prepare university-level students for these expanded editing roles in an age of convergence. Thirteen authors representing many years of collective media experience examine both traditional editing roles and new editing needs. While many mass media students will not become professional editors, this textbook assumes nearly all will need competent editing knowledge to produce products of professional quality. Editing, the authors believe, remains a bedrock skill for all students who hope to be successful in the mass media. Instructors considering this book for use in a course may request an examination copy here. An introduction to a broad range of topics in deep learning, covering mathematical and conceptual background, deep learning techniques used in industry, and research perspectives. “Written by three experts in the field, *Deep Learning* is the only comprehensive book on the subject.” —Elon Musk, cochair of OpenAI; cofounder and CEO of Tesla and SpaceX Deep learning is a form of machine learning that enables computers to learn from experience and understand the world in terms of a hierarchy of concepts. Because the computer gathers knowledge from experience, there is no need for a human computer operator to formally specify all the knowledge that the computer needs. The hierarchy of concepts allows the computer to learn complicated concepts by building them out of simpler ones; a graph of these hierarchies would be many layers deep. This book introduces a broad range of topics in deep learning. The text offers mathematical and conceptual background, covering relevant concepts in linear algebra, probability theory and information theory, numerical computation, and machine learning. It describes deep learning techniques used by practitioners in industry, including deep feedforward networks, regularization, optimization algorithms, convolutional networks, sequence modeling, and practical methodology; and it surveys such applications as natural language processing, speech recognition, computer vision, online recommendation systems, bioinformatics, and videogames. Finally, the book offers research perspectives, covering such theoretical topics as linear factor models, autoencoders, representation learning, structured probabilistic models, Monte Carlo methods, the partition function, approximate inference, and deep generative models. *Deep Learning* can be used by undergraduate or graduate students planning careers in either industry or research, and by software engineers who want to begin using deep learning in their products or platforms. A website offers supplementary material for both readers and instructors. 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. Everyone wants to write a book.

Arlette Rosen knows this and earns her living helping strangers with their book ideas: books about Derrida and dieting, books of psychic exercises, a compendium of Alzheimer's jokes, and of course, an infinite number of books about love. Enter Harbinger Singh: a tax lawyer still in love with his ex-wife and set on revenge, who believes he can win her back by writing a book. All he needs is help with the actual writing. The lives of Arlette and Harbinger intertwine in unexpected ways as they meander along a path filled with writing, sex, movies, love, music, and continual revelation. Cohen has crafted a modern-day romance and a hilarious, knowing look at the troublesome process of bringing a book into the world—for readers and struggling writers everywhere. This comprehensive guide will prepare candidates for the test in all 50 states. It includes four complete practice exams, a real estate refresher course and complete math review, as well as a real estate terms glossary with over 900 terms, and expert test-prep tips. Captivate the hearts and minds of young adult readers! Writing for young adult (YA) and middle grade (MG) audiences isn't just "kid's stuff" anymore--it's kidlit! The YA and MG book markets are healthier and more robust than ever, and that means the competition is fiercer, too. In *Writing Irresistible Kidlit*, literary agent Mary Kole shares her expertise on writing novels for young adult and middle grade readers and teaches you how to:

- Recognize the differences between middle grade and young adult audiences and how it impacts your writing.
- Tailor your manuscript's tone, length, and content to your readership.
- Avoid common mistakes and cliches that are prevalent in YA and MG fiction, in respect to characters, story ideas, plot structure and more.
- Develop themes and ideas in your novel that will strike emotional chords.

Mary Kole's candid commentary and insightful observations, as well as a collection of book excerpts and personal insights from bestselling authors and editors who specialize in the children's book market, are invaluable tools for your kidlit career. If you want the skills, techniques, and know-how you need to craft memorable stories for teens and tweens, *Writing Irresistible Kidlit* can give them to you. Uni-edit is a leading provider of English editing and translation services to researchers and academics.

-CHAPTER 1 HOW TO MASTER VERB TENSE IN THE INTRODUCTION SECTION? -CHAPTER 2 HOW TO MASTER SIMILAR WORDS IN YOUR RESEARCH PAPER? -CHAPTER 3 HOW TO MASTER TRANSITION WORDS IN ACADEMIC ENGLISH WRITING? -CHAPTER 4 HOW TO MASTER NUMBERS IN ACADEMIC AND SCIENTIFIC WRITING? -CHAPTER 5 HOW TO MASTER ACRONYMS IN ACADEMIC ENGLISH WRITING? -CHAPTER 6 HOW TO MASTER PUNCTUATION IN ACADEMIC ENGLISH WRITING? -CHAPTER 7 SECRETS FOR EDITING AND TRANSLATING YOUR RESEARCH -CHAPTER 8 WHAT MUST YOU KNOW ABOUT JOURNAL PEER REVIEWERS? -CHAPTER 9 INSIDER INFO ON EDITING, WRITING & PUBLISHING YOUR RESEARCH -CHAPTER 10 HOW TO WRITE TO PUBLISH INTERNATIONALLY? -CHAPTER 11 THE SECRETS TO SELECTING A TARGET JOURNAL AND PUBLISH FASTER -CHAPTER 12 WHAT IS THE FUTURE FOR PUBLISHING RESEARCH PAPERS?

Uni-edit is a premium English editing services provider that focuses on academic and scientific manuscripts. The editing team are experts in their fields and native speakers, with stellar writing skills and personal experience with the publication. Collectively, they have fixed the English of tens of thousands of manuscripts written by researchers across the world. In this book, the editors share their knowledge and insights to help all young researchers succeed in the competitive world of academia and get published faster. They live the same realities you face every day, and want to help you break through your writing and publishing hurdles. If you've had a research paper rejected due to English language problems, then this book is for you. If you want or need to improve your academic writing, then this book is for you. If you are going to write many conference and journal papers in English, your second language, then this book is for you. If you are tired of boring grammar textbooks and long style guides, then this book is for you. Each chapter takes a modern approach that addresses the problems you currently face in your writing. Chapters are independent and you may study them in any order. Visit our website here: www.uni-edit.net

Academic Writing Essentials is a writing reference for masters and doctoral students whose first language is not English. This book will assist you in adjusting to the expectations of writing in English for a higher degree. It offers guidance on strategies and conventions that apply in most forms of postgraduate-level writing. *Academic Writing Essentials* is designed to facilitate self-study. Annotated examples from journal articles, writing frames and simple explanations help you to understand language, style and organizational features, and to apply the knowledge directly in your own writing. Features : Planning writing, Developing ideas, Integrating sources, Documenting sources, Synthesizing literature & Writing analytically. Highlights: Research proposal, Article review, Case analysis report & Literature review paper. *Academic Writing Essentials* is designed to facilitate self-study. Annotated examples from journal articles, writing frames and simple explanations help you to understand language, style and organizational features, and to apply the knowledge directly in your own writing.

Fracking, or hydraulic fracturing to give its proper name, has become part of our lives recently, due to the massive exploitation of America's shale oil and gas fields. Along the way it has stirred up controversy, with passionate opponents fighting against the oil companies. The fight has generated a lot of heat, but not much understanding. This guide, written by some-one who knows what he is talking about takes a detached, neutral view of the subject. Without pushing a view for or against, it provides the factual background you need to form an opinion of your own. An Informed and Neutral Introduction Like most people I have heard of fracking, but did I really understand what it was? To answer honestly, no. I knew it had something to do with mining and was perhaps destructive to the land. To me, it was just one of those words of the moment. This guide has given me a real sense and understanding of what fracking is. It allowed me, someone who has no experience in this field, to learn about the pros and cons of fracking, without having the good and bad of it forced down my throat. If you want an informed and neutral introduction into fracking, then this is the guide for you. ~ Debbie Prewer

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, *Dynamic Documents with R and knitr*, *bookdown: Authoring Books and Technical Documents with R Markdown*, and *blogdown: Creating Websites with R Markdown*. J.J. Allaire is

the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Golemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse. Can you catch mistakes in your own writing? Can you identify and correct common writing errors? Would you like to become an effective proofreader for personal growth or profit? Before you write a book, launch a business or start a side-hustle, you must learn to produce error-free writing. "Proofreading Power: Skills & Drills" provides essential rules, guidelines and tips to quickly boost your editing prowess. Train your eye to catch mistakes in the smallest of details with practical exercises on grammar, mechanics, usage, punctuation and spelling. Try your hand at correcting everyday writing samples, such as essay responses, job descriptions, business letters, and blog articles. Do you suffer from physical pain relating to your writing life? Are you struggling with back pain, weight gain related to sedentary working, anxiety, depression, sleep problems, neck pain, eye strain, stress, loneliness, digestive issues, or Repetitive Strain Injury? These are the most common issues reported by writers and if you struggle with any of them, you are not alone. Writing is not a physically healthy job, but if you want a long-term writing career, then you need to look after your body. I've been through my own pain journey over the last six years. I used to get crippling migraines that sent me to a dark room, and back pain so bad that I couldn't sleep, as well as stress levels so high that I wasn't able to breathe normally. Now, my back pain, migraines and RSI have almost gone completely, and I manage my writing life in a far healthier way than ever before. I share my personal journey and insights with you in this book. My co-author is Dr Euan Lawson, who shares his insights into how we can reduce pain, improve health and build a writing career for the long term. The book covers: Introduction and survey results from 1200 writers 7 Reasons why writing is great for your health Part 1: The Unhealthy Writer Stress, anxiety, burnout Back, neck and shoulder pain Repetitive Strain Injury (RSI) A personal journey to a pain-free back Writing with chronic pain Sedentary life and inactivity Sleep problems/ insomnia Eye strain, headaches, and migraine A personal story of headaches and migraine Loneliness and isolation Weight gain or weight loss Joanna's Letter to Sugar Digestive issues and IBS A personal journey through IBS with FODMAP Mood and mental health Riding the Waves: Writing with depression Alcohol - the good, the bad, and the ugly Coffee and caffeine Supplements, substances, and nootropics Part 2: The Healthy Writer Improve your workspace Sort out your sleep Sort out your diet From fat to fit Sort out your back Lessons learned about writing from yoga How to use dictation for a healthier writing life The active writer mindset Strategies for the sofa-bound The active writer: Three golden rules The running writer: Three rookie mistakes Lessons learned about writing from walking a double ultra-marathon Find a community Build wellbeing with mindfulness Develop healthy habits for the long-term Conclusion: It's your turn. Choose life! It's time to be a healthy writer! Based on interviews with actual workplace writers and editors, this unique text/workbook teaches editing approaches and skills that writers can apply to their own or others' documents. Outlines a process to identify and solve problems and helps readers develop the ability to explain their editing decisions. Features 136 different kinds of exercises. Contains special chapters on editing on-line documentation, graphics, document design, and on international and intercultural issues, as well as 16 different checklists that can be applied to developmental editing, copyediting, and proofreading. For anyone interested in editing or copyediting; professional, technical, science, business, or nursing writing; or nonfiction writing. There are plenty of books and movies about what different soldiers experienced in war - but few grind out the details of why they do it. Sons of the Flag brings together the veterans from each of the American wars from WWII to the present and the veteran firefighters of 9/11 who served during the greatest attack on American soil. Each contributor tells precisely why they do what they do - putting country and brotherhood before their own safety. Weaving their chapters together, author Ryan "Birdman" Parrott, an American veteran, shares the journey that led from being a self-described screw-up to becoming the visionary and leader of Sons of the Flag, an organization dedicated to burn survivors. The contributors associate key moments in their lives that impacted them forever in putting their brothers to the right and left before themselves. Parrott asks readers to imagine a country where all citizens were as dedicated as these men in serving their fellow Americans. This book provides you with all the tools you need to write an excellent academic article and get it published. This is a guide to freelance proofreading and copy-editing, with examples of proof correction marks and exercises with corrections supplied. The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction. Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law. OCD sufferers have difficulty concentrating, and often their compulsions--needless checking, excessive worrying, and even repetitive actions like rewashing--make it difficult for them to lead their everyday lives. Misdiagnosed or untreated OCD can become chronic and more severe. It is also hereditary, so parents who have OCD may pass symptoms on to their children. Written by an OCD sufferer with a technical review by a licensed psychologist, this practical guide covers: * Diagnosis and the identification of symptoms * The types of OCD * Current treatment options * Some coping strategies * Support groups * Useful resources like an OCD self-test With The Everything® Health Guide to OCD, people who suffer from the disorder can rest easy, knowing they have the knowledge and medical information to help them recognize and cope with the symptoms and decide upon treatment. AUTHOR: Chelsea Lowe (New England) is a professional writer who has been living with OCD for 7 years (she was diagnosed at the age of 37). She has written about the disorder for the Philadelphia Inquirer, the New York Daily News, and TV Guide. Her other publication credits include Newsweek, National Public Radio, Newsday, the Los Angeles Times, the Boston Globe, Technology Review, and the Boston Herald. Judith A. Lytel, Psy.D. (Amherst, MA), is a licensed psychologist who has been in private practice for more than 12 years, treating patients with anxiety disorders such as OCD. She was a Clinical Instructor and Preceptor in Obstetrics and Gynecology at Tufts University School of Medicine. A graduate of Penn State, Johns Hopkins, and the

Massachusetts School of Professional Psychology, Dr. Lytel completed a postdoctoral fellowship in Behavioral Medicine at Harvard-affiliated Cambridge Hospital. The Editor's Companion explains the traditional skills of editing for publication. It describes the editorial tasks for all kinds of print and screen publications and is an essential tool not only for professional editors but also for media and publications officers, self-publishers and writers editing their own work. Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning résumé and land the job you've always wanted. Books, magazines, Web sites, corporate documents - find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss. Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career The Copyeditor's Handbook is a lively, practical manual for newcomers to publishing and for experienced editors who want to fine-tune their skills or broaden their understanding of the craft. Addressed to copyeditors in book publishing and corporate communications, this thoughtful handbook 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. This revised edition reflects the most recent editions of The Chicago Manual of Style (15th ed.), the Publication Manual of the American Psychological Association (5th ed.), and Merriam-Webster's Collegiate Dictionary (11th ed.). Ready to write your book? So why haven't you done it yet? If you're like most nonfiction authors, fears are holding you back. Sound familiar? Is my idea good enough? How do I structure a book? What exactly are the steps to write it? How do I stay motivated? What if I actually finish it, and it's bad? Worst of all: what if I publish it, and no one cares? How do I know if I'm even doing the right things? The truth is, writing a book can be scary and overwhelming—but it doesn't have to be. There's a way to know you're on the right path and taking the right steps. How? By using a method that's been validated with thousands of other Authors just like you. In fact, it's the same exact process used to produce dozens of big bestsellers—including David Goggins's Can't Hurt Me, Tiffany Haddish's The Last Black Unicorn, and Joey Coleman's Never Lose a Customer Again. The Scribe Method is the tested and proven process that will help you navigate the entire book-writing process from start to finish—the right way. Written by 4x New York Times Bestselling Author Tucker Max and publishing expert Zach Obront, you'll learn the step-by-step method that has helped over 1,500 authors write and publish their books. Now a Wall Street Journal Bestseller itself, The Scribe Method is specifically designed for business leaders, personal development gurus, entrepreneurs, and any expert in their field who has accumulated years of hard-won knowledge and wants to put it out into the world. Forget the rest of the books written by pretenders. This is the ultimate resource for anyone who wants to professionally write a great nonfiction book. Each year writers and editors submit over three thousand grammar and style questions to the Q&A page at The Chicago Manual of Style Online. Some are arcane, some simply hilarious—and one editor, Carol Fisher Saller, reads every single one of them. All too often she notes a classic author-editor standoff, wherein both parties refuse to compromise on the "rights" and "wrongs" of prose styling: "This author is giving me a fit." "I wish that I could just DEMAND the use of the serial comma at all times." "My author wants his preface to come at the end of the book. This just seems ridiculous to me. I mean, it's not a post-face." In The Subversive Copy Editor, Saller casts aside this adversarial view and suggests new strategies for keeping the peace. Emphasizing habits of carefulness, transparency, and flexibility, she shows copy editors how to build an environment of trust and cooperation. One chapter takes on the difficult author; another speaks to writers themselves. Throughout, the focus is on serving the reader, even if it means breaking "rules" along the way. Saller's own foibles and misadventures provide ample material: "I mess up all the time," she confesses. "It's how I know things." Writers, Saller acknowledges, are only half the challenge, as copy editors can also make trouble for themselves. (Does any other book have an index entry that says "terrorists. See copy editors"?) The book includes helpful sections on e-mail etiquette, work-flow management, prioritizing, and organizing computer files. One chapter even addresses the special concerns of freelance editors. Saller's emphasis on negotiation and flexibility will surprise many copy editors who have absorbed, along with the dos and don'ts of their stylebooks, an attitude that their way is the right way. In encouraging copy editors to banish their ignorance and disorganization, insecurities and compulsions, the Chicago Q&A presents itself as a kind of alter ego to the comparatively staid Manual of Style. In The Subversive Copy Editor, Saller continues her mission with audacity and good humor. Fans of Sophie Kinsella and the Shopaholic series will fall in love with Lanie Howard—young, fabulous, and desperate to transform her life—in this funny, quirky, and endearing story about finding perfect happiness in life's most imperfect moments. WHEN LIFE GIVES YOU LEMON-DROP MARTINIS... Real-estate broker Lanie Howard figures she has the perfect man, the perfect job, and the perfect life. Then she stumbles across her old Someday Jar, the forgotten glass relic where she stashed all the childhood wishes—no matter how crazy—that her father encouraged her to write down on the backs of Chinese restaurant fortunes. She used to be fun once! What happened to her? DON'T CHOKe ON THE RIND. Although Lanie is wary of uncorking her past, when an attractive stranger saves her from a life-or-death encounter with a lemon peel at the bottom of a martini glass, she realizes that life is way too short for regrets. Now, jar in hand, Lanie decides to throw caution to the wind, and carry out everything she had once hoped to do, even if it means leaving her perfectly "perfect" life behind... The old gods will rise. Humanity will fall. Ben Henare has forsaken his Maori heritage: choosing the modern world over a life following the old ways. His best friend, Lucy Champion, is a woman of logic: training to become a doctor, she believes only in science. Neither of them has room in their lives for the fantastic, the unexplained, or the supernatural. But when a tsunami floods their city, killing Lucy's parents and endangering Ben's people, their beliefs must change. The tsunami has awakened powers, ancient and deadly. The old gods have risen. Long have they watched people's abuse of each other and the natural world; at last the gods have had enough. They will protect the world... by destroying all humankind. Now, Ben and Lucy have only days left. To fight their way across a country shattered by devastation. To protect the magic artifacts now entrusted to their care. And to deliver those artifacts to the gods themselves: offerings that might — just might — appease the powers of destruction. Pursued by human traffickers who have kidnapped Lucy's sister, hunted by the gods' warrior spirits and supernatural assassins, Ben and Lucy must forget all they know, and sacrifice everything they love to protect their country from the greatest threat ever known: the wrath of the Risen Gods. New York Times and USA Today bestselling author J.F. Penn teams up with acclaimed dark fantasy author J. Thorn to bring you a thrilling adventure. Mixing the Maori mythology of Aotearoa/New Zealand, supernatural thriller, and high-stakes suspense into an adventure you don't want to miss, Risen Gods will take you to places you've never dreamed. Get your copy today!

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