

# Self-Publish Your Book in 30 Days

## WEEK TWO | Prepare Your Manuscript - Editing

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### Homework Checklist #2

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#### **The number one mistake I see indie authors make is to publish their book before their writing craft has matured.**

Give yourself time to work on your writing. Don't expect the first thing you write to be excellent. Take a class. Join a writing group. Read. Write in your journal. While it may take a decade to strengthen your writing ability, what you publish will be out there forever. Make sure you've done the hard part of improving your craft *first*.

#### **Before you send your manuscript to an editor**

- Self-edit
- Give to trusted readers (Friends, family, writing group)

Tip: Let your early readers know that you are not looking proofreading. At this stage, you are looking for feedback on phrasing, organization, plot, transitions, continuity and their personal responses to the content.

- Give yourself time to process review reader comments. When readers tell you **how** to fix something, they're often wrong. However, when they tell you they have an issue, they're often correct.
- Read chapter 8 of *APE: Author Publisher Entrepreneur: How to Publish a Book*
- Self-edit one more time

#### **Choose your editor**

- Decide what type of editing you need.<sup>i</sup>

**Developmental**

Developmental editors help you develop your project from an initial concept or draft, and can consult with you before the writing even begins. Developmental editors can help plan the organization and features of your project. They may make suggestions about content and presentation, write or rewrite text, do research, and suggest additional topics for you to consider.

### **Substantive Editing**

Substantive editors work with you once you have a full text. They will help you get it into its final form, which may involve reordering or rewriting segments of it to improve readability, clarity, or accuracy. If you're a fiction writer, a substantive editor can alert you to inconsistent character behavior or speech, help you adjust your language to your desired audience, and make sure your story has believable dialogue and a plausible plotline.

### **Copyediting**

Copyeditors work with your text when it is in final or nearly final form. They read each sentence carefully, seeking to fix all errors of spelling, punctuation, capitalization, grammar, and word usage while preserving your meaning and voice. With your permission, they may rewrite tangled sentences or suggest alternative wordings. They can ensure that your text conforms to a certain style; if your project includes elements such as captions, tables, or footnotes, they can check those against the text.

### **Proofreading**

Proofreading is the final stage in the editorial process. Proofreaders usually see a project after design is complete and any photos or other visual elements have been added – a typeset book or brochure, a demonstration website. They correct errors overlooked during copyediting or introduced during the design process. If you wish, they can also cross-check the text to ensure that earlier changes were made correctly, and they can check design elements such as heading and typeface styles, page numbers, and the like.

Tip: For extra assurances your book is as near perfection as possible, I recommend one last PAID proofreading edit **after** your book designer has placed the manuscript in final format.

## Identify editors to work with

Places to find an editor:

- [www.Writer.ly](http://www.Writer.ly)
- Avasta Book Group (Kelsye's references)
- Recommendations from friends
- Northwest Editors Guild (<http://www.edsguild.org/post-a-job>)

- Editorial Freelancers Association ([http://www.the-efa.org/job/joblist\\_form.php](http://www.the-efa.org/job/joblist_form.php))
- Ask for a project quote or a sample chapter edit from preferred editors
- Ask your editor these questions
  - Please provide references.
  - What style guide do you use?
  - How do you handle serial commas?
  - Can you give me a style sheet? (This is specific for your book.)
  - What do you charge?
- Get a contract in place before the project begins
  - Payment amount
  - Payment terms (dates, method)
  - Dates and deadlines
  - Type of editing
  - Deliverables

## Optional

- Read chapters 12-21 of *APE: Author Publisher Entrepreneur: How to Publish a Book*

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<sup>i</sup> Types of editing source: Northwest Independent Editors Guild (<http://www.edsguild.org/what-type-editing-do-i-need>)