

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Welcome to the Word World</i>	7
Chapter 1: Reading as a Job? Oh, Yes	9
Chapter 2: Jobs for Bookworms	17
Chapter 3: Other Publishing Opportunities	31
<i>Part II: Conquering Copyediting</i>	43
Chapter 4: So, What Does a Copyeditor Do?	45
Chapter 5: What Makes a Good Copyeditor Great	61
Chapter 6: A Handful of Copyediting Specialties	77
Chapter 7: The Copyediting Process in Action	91
<i>Part III: Picking Up a Proofreading Career</i>	109
Chapter 8: So, What Does a Proofreader Do?	111
Chapter 9: Mastering the Proofreading Symbols	119
Chapter 10: Dipping Your Pencil in the Proofreading Waters	139
Chapter 11: Watching a Proofreader in Action	157
<i>Part IV: Adding to Your Repertoire</i>	169
Chapter 12: Boning Up on Punctuation and Usage	171
Chapter 13: Dissecting Books and Magazines	199
Chapter 14: Balancing Between Style and Rules	217
Chapter 15: Creating and Using the All-Important Style Sheet	227
Chapter 16: Formatting a Manuscript	241
Chapter 17: Editing and Proofreading Electronically	255
<i>Part V: Turning Your Skills into Paychecks</i>	273
Chapter 18: Hunting for Work	275
Chapter 19: Preparing for a Freelance Career	289
Chapter 20: Keeping the Freelance Jobs Coming	299
<i>Part VI: The Part of Tens</i>	315
Chapter 21: Ten Keys to Success as a Copyeditor	317
Chapter 22: Ten Keys to Success as a Proofreader	325

<i>Part VII: Appendixes</i>	333
Appendix A: Commonly Misspelled Words	335
Appendix B: Glossary	339
Appendix C: Online Resources	345
<i>Index</i>	349

Table of Contents

Introduction..... 1

About This Book.....	1
Conventions Used in This Book	2
What You're Not to Read.....	2
Foolish Assumptions	2
How This Book Is Organized.....	3
Part I: Welcome to the Word World.....	3
Part II: Conquering Copyediting	3
Part III: Picking Up a Proofreading Career	3
Part IV: Adding to Your Repertoire	4
Part V: Turning Your Skills into Paychecks	4
Part VI: The Part of Tens	4
Part VII: Appendixes.....	4
Icons Used in This Book.....	5
Where to Go from Here.....	5

Part 1: Welcome to the Word World..... 7

Chapter 1: Reading as a Job? Oh, Yes 9

Debunking Some Myths.....	10
Getting a True Picture of the Professions	12
So . . . Are You a Copyeditor or Proofreader?.....	14
Distinguishing between the two	14
Choosing where to focus your energies	15
Preparing to Invest Yourself	16

Chapter 2: Jobs for Bookworms 17

Becoming a Professional Bookworm	18
Browsing the shelves	18
Eyeing imprints.....	18
Getting to know the major publishers	19
Working with the specialists	20
Vanity, thy name is	21
Making a Book	22
The editorial stages: Acquiring a book.....	22
The production stages: Polishing a manuscript.....	25
The manufacturing stages: Creating a final product.....	27
Talking the Talk	29



Chapter 3: Other Publishing Opportunities 31

- Majoring in Magazines31
 - Meeting the major consumer magazine players32
 - Riding the trade winds: Industry publications32
 - Making a magazine34
- Trying on the Corporate Style38
 - Considering your possible role38
 - Cracking the company exterior40
- Searching for Even More Opportunities.....40
 - Becoming a news junkie41
 - Taking your skills online.....41
 - Working with printers and typesetters.....42

Part II: Conquering Copyediting 43

Chapter 4: So, What Does a Copyeditor Do? 45

- A Day in the Life of a Copyeditor46
 - The big picture: Perfecting a product.....46
 - The little picture: Reaching for resources.....47
 - The itty-bitty picture: Sweating the small stuff49
- The Marriage of Proofreading and Copyediting:
 - Identifying the Overlap50
- A Copyeditor Apart: Editing Content.....52
 - Pruning the text53
 - You’ve been a great crowd: Knowing your audience.....55
 - Maintaining authorial voice: The most important section in this book56
 - Perfecting the fine art of the query58

Chapter 5: What Makes a Good Copyeditor Great 61

- Checking (and Checking and Checking) Facts61
 - Eyeballing brand names62
 - Verifying people and place names.....63
- Spying Potential Offenses: Three Ways to Save an Author’s Backside.....65
 - Recognizing the need for permissions65
 - Sniffing out plagiarism66
 - Walking the line with political correctness67
- Becoming a Sourcing Expert: Footnotes, Endnotes, and Bibliographies69
 - Marking the notes: When the foots justify the ends70
 - Nailing down note styles72
 - Copyediting this stuff: The bitter dessert74
 - Bibliographies: Reeling in the resources.....75

Chapter 6: A Handful of Copyediting Specialties 77

Editing Fiction.....	78
Letting the author's voice reign.....	78
Ensuring continuity and chronology	79
Handling dialogue.....	81
Tapping into genres: Mystery, romance, and fantasy.....	82
Translating British Materials for a U.S. Audience.....	83
Considering the market	84
Sharing a few of my favourite guidelines	84
Heading into the Kitchen	86
Getting familiar with the specialty	87
Formatting recipes	88

Chapter 7: The Copyediting Process in Action 91

Example One: Dabbling in Fiction.....	92
The original.....	92
My suggested edits.....	98
Wrap-up	103
Example Two: Touching on Technical Writing	103
The original.....	103
My suggested edits.....	106
Wrap-up	108

Part III: Picking Up a Proofreading Career..... 109**Chapter 8: So, What Does a Proofreader Do? 111**

Separating the Proofreader from the Copyeditor	112
What Does a Proofreader Look For?	112
Recognizing common errors	112
Pointing out not-so-great writing.....	113
Reviewing stuff the copyeditor never sees	114
Testing Various Ways to Read	115
Honing Your Skills	116
Taking training courses	117
Proofreading for fun (and experience)	117

Chapter 9: Mastering the Proofreading Symbols 119

Covering Some Basics	120
The Core Symbols	121
Insert	121
Delete	122
Close up	122

Delete and close up.....	123
Space.....	123
Transpose.....	123
Spell out.....	124
Cases: Upper, lower, and small (oh my!)	124
Equal space.....	125
Stet (let it stand).....	126
Punctuation Symbols.....	126
Comma.....	126
Period.....	127
Semicolons and colons	127
Ellipses.....	129
Dashes: Long, longer, and longest	129
Apostrophe.....	131
Quotation marks.....	131
Question marks and exclamation points.....	132
Parentheses.....	132
Brackets.....	133
Formatting Symbols.....	133
Boldfaced type.....	133
Italic type.....	134
Underlines or underscores	134
Roman type.....	135
Wrong font.....	135
Layout Symbols	135
Move left, right, up, or down	136
Center.....	136
Run in text	136
Begin paragraph	137
Break or rebreak.....	137
Bad break.....	138

Chapter 10: Dipping Your Pencil in the Proofreading Waters139

The Core Symbols in Action	139
Core symbol examples.....	140
Core symbol corrected examples.....	141
Practical Punctuation	144
Punctuation examples	144
Punctuation corrected examples	146
Fun Times with Formatting.....	149
Formatting examples	149
Formatting corrected examples	150

Looking Out for Layout	151
Layout examples.....	152
Layout corrected examples.....	153
My Hidden Agenda: Proofreading as Art and Science.....	155

Chapter 11: Watching a Proofreader in Action157

Example One: Playing with Fiction	158
The original	158
My suggested edits.....	160
Example Two: A Recipe for Disaster.....	161
The original	161
My suggested edits.....	163
Example Three: Wonder of the Word.....	164
The original	164
My suggested edits.....	166
How'd You Do?.....	167

Part IV: Adding to Your Repertoire 169

Chapter 12: Boning Up on Punctuation and Usage171

A Punctuation Primer	171
Apostrophe.....	172
Brackets.....	172
Colon	172
Comma.....	173
Ellipses.....	175
Em dash	175
En dash	176
Exclamation point	177
Hyphen.....	177
Parentheses.....	178
Period.....	178
Question mark	179
Quotation marks	179
Semicolon	180
Single quotation marks	180
Slash.....	181
Your Hit Parade: Spelling and Word Usage Errors	181
Commonly misspelled words: Er, make that <i>misspelled</i>	181
Word usages that everybody (but you) gets wrong	185
A Grab Bag of Other Common Errors	196

Chapter 13: Dissecting Books and Magazines	199
Unwrapping a Book's Front Matter	200
Ads and blurbs.....	200
Title and half-title pages	201
Necessary legals: The copyright page	202
ToCs for you and me	203
Introductions, prefaces, and forewords:	
So many ways to begin.....	204
Baring a Book's Back Story	205
Appendixes.....	205
Glossaries	205
Notes and bibliography pages	206
Examining Everything in Between	207
Heads	207
Feet.....	208
Folio.....	208
Margins	209
Left behind: Widows and orphans	209
Piecing Together a Magazine	210
The cover	210
The front matter	212
The meat of a magazine.....	214
The back story.....	216
Chapter 14: Balancing Between Style and Rules	217
Arming Yourself with Resources	217
Webster's and other dictionaries	218
Chicago and other style and usage guides.....	219
More resources	220
The Unbreakable Rule: Rules Can Be Broken	222
Realizing When House Style Reigns Supreme.....	223
Committing a Few Rules to Memory.....	224
Treating numbers	224
Using special display type consistently	225
Chapter 15: Creating and Using the All-Important Style Sheet	227
What's the Big Deal about the Style Sheet?	227
Copyeditors, Know Your Audience.....	228
Deciding What to Put on Your Style Sheet.....	229
Recognizing a judgment call	229
Noting essential issues	230
Listing additional issues	232
Proofreading Your Baby	234
Sampling Style Sheets.....	234
Putting the Style Sheet into Action	239

Chapter 16: Formatting a Manuscript	241
Knowing Just Enough about Design and Composition	242
Meeting the Basic Codes	243
Placing Codes or Tags.....	244
Taking Special Care with Extracts	244
Epigraphs	245
Verse extracts	246
Letter extracts	246
Extracts even I haven't thought of yet.....	247
Highlighting Text in Boxes, Sidebars, and Other Cheaters.....	248
Creating Lists	249
Bullets versus numbers	250
Lists complications	251
Hard-Copy Typencoding Sample	252
Electronic Tagging Sample	254
Chapter 17: Editing and Proofreading Electronically	255
Choosing Your Computer Wisely	255
Laptop versus desktop	256
We all scream for wide screen	256
Keeping Your Body Happy	257
Sit up straight, dear.....	257
Get your hands up.....	258
Give your wrist some help	258
Look alive	259
Break it up	259
Consider a pro's advice	260
Reading the Electronic Page	260
Retraining your eye.....	260
Appeasing your paper partiality	260
Touring the technology benefits	262
Mastering the Electronic Process	262
Saving your files (and your tuchis).....	263
Seeing your document clearly	263
Tracking your changes in Word.....	264
Viewing formatting	264
The first pass: Correcting errors	265
The second pass: Digging deeper and adding comments.....	265
Thinking globally: Functions you can't live without.....	267
Formatting documents	269
Adding page numbers, running heads, feet, and footnotes	270
Proofreading and copyediting PDFs.....	270
Electronic Pros(e) and Cons	272

Part V: Turning Your Skills into Paychecks.....273**Chapter 18: Hunting for Work275**

Getting Some Practice	276
Generating Documents That Get You Noticed	278
Reconsidering your résumé.....	278
Crafting your cover letter.....	279
Breaking into Books or Magazines.....	281
Finding contacts in <i>Writer's Market</i>	282
Taking your aspirations online.....	283
Knock, knock: Contacting publishers.....	284
Selling Your Services to Web Sites.....	285
Organizing Your Efforts.....	287

Chapter 19: Preparing for a Freelance Career289

Succeeding As You Go: Reasons to Consider Freelancing.....	289
Freedom and flexibility.....	290
A no-fee education.....	290
Plus a hefty paycheck!.....	291
Considering the Cash: How Much to Charge.....	293
Knowing the industry standards.....	293
Charging per hour or per page.....	293
Creating an invoice template.....	294
Beating a Path to Clients.....	295
Considering the usual suspects.....	296
Checking the classifieds, more closely than you think.....	296
Taking your search online.....	297

Chapter 20: Keeping the Freelance Jobs Coming299

Handling Your First Project.....	299
Celebrating the grand opening.....	300
Beating the deadline.....	301
Doing the work.....	302
Wrapping the project.....	302
Caring for Your Connections.....	307
Monday morning check-in.....	307
A little something special.....	308
Taking Your Business to the Next Level.....	309
Creating your own Web site.....	309
Stepping up your networking.....	310
Promoting yourself in other ways.....	311
Incorporating or creating an LLC.....	312
Benevolent Dictatorship: How to Be Your Own Boss.....	313
Good boss: Taking care of yourself.....	314
Bad boss: Meeting the deadline, no matter what.....	314

<i>Part VI: The Part of Tens</i>	315
Chapter 21: Ten Keys to Success as a Copyeditor	317
Figure Out Your Employer or Client	317
Meet the Deadline Every Time	318
Review the Manuscript Before You Start Editing	319
Respect the Author (Even When You Don't)	320
Look It Up	321
Google It	321
Write It Down, Write It All Down	322
Proofread Your Own Work	322
Read (and Then Read Some More)	323
Stay on Top of Changes in Your Profession	324
Chapter 22: Ten Keys to Success as a Proofreader	325
Know That Once Is Not Enough	325
Give the ToC Some TLC	326
Don't Forget the Headings	327
Don't Forget the Running Heads and Feet, Either	328
Look Out for Graphics	328
Keep It Neat	329
Mind Your PEs (and AAs)	331
Never Reedit	331
Read (And Then, Read Some More)	332
Dig the Deadline	332
<i>Part VII: Appendixes</i>	333
Appendix A: Commonly Misspelled Words	335
Appendix B: Glossary	339
Appendix C: Online Resources	345
Reference	345
Fact-Checking	345
Usage and Style	347
Other Stuff	348
<i>Index</i>	349

