

## 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



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



# Editing For Writers

**Claire Kehrwald Cook, Modern  
Language Association of America**

## Editing For Writers:

Editors on Editing Gerald Gross, 1993-05-01 The classic guide to the book publishing process with essays by over three dozen professional editors Terrific Judith Appelbaum author of *How to Get Happily Published* For decades *Editors on Editing* has been indispensable for editors aspiring editors and especially writers who want to understand the publishing process from how manuscripts are chosen for publication to what lunch with an agent is like In this third revised edition of the book thirty eight essays are included to teach inform and inspire anyone interested in the world of editing Covered are such topics as the evolution of the American editor the ethical and moral dimensions of editing what an editor looks for in a query letter proposal and manuscript developmental editing line editing copyediting and freelance editing working in different genres and markets from science fiction to children s books to Christian publishing the question of political correctness in both nonfiction and fiction making the most of writers conferences and many more *Self-Editing for Fiction Writers, Second Edition* Renni Browne, Dave King, 2010-06-15 Hundreds of books have been written on the art of writing Here at last is a book by two professional editors to teach writers the techniques of the editing trade that turn promising manuscripts into published novels and short stories In this completely revised and updated second edition Renni Browne and Dave King teach you the writer how to apply the editing techniques they have developed to your own work Chapters on dialogue exposition point of view interior monologue and other techniques take you through the same processes an expert editor would go through to perfect your manuscript Each point is illustrated with examples many drawn from the hundreds of books Browne and King have edited 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 *Intuitive Editing* Tiffany Yates Martin, 2020-05 A practical actionable guide for

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**Editing Fact and Fiction** Leslie T. Sharpe, Irene Gunther, 1994-10-28 Editing Fact and Fiction is a concise practical guide for people interested in book publishing or already working as editors who want to learn more about the opportunities in various kinds of book editing 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 The authors take the reader step by step through the editing process from manuscript to bound book They discuss the principles of sound editing and provide many specific examples of how to and how not to edit copy They also give examples of how to deal tactfully with authors and show when editorial restraint is the best intervention Editing Fact and Fiction is a book to be read not just referred to It will be an indispensable guide for anyone thinking about a career in book publishing a valuable resource for working editors who want to enlarge their knowledge and a useful tool for senior editors training staff Leslie T Sharpe and Irene Gunther are both editors and writers An experienced trade book editor Leslie T Sharpe teaches editing and writing at New York University and Columbia University She is also a regular contributor to New York Newsday Irene Gunther was a senior editor at Macmillan Publishing and has extensive experience in reference and college book editing She is the author of a teenage biography and a contributor to various publications

Editors on Editing Gerald Gross, 1993-01-01 Essays discuss writers conferences editing for specific markets the role of the editorial assistant and editing specific genres

**Self-editing for Fiction Writers** Renni Browne, Dave King, 1993 Two professional editors share with expertise and proven techniques for turning manuscripts into published works of fiction

**The Magic of Fiction** Beth Hill, 2016-03 Writing a novel can seem daunting but it doesn't have to be No matter where you are with your writing project beginning the first draft rewriting the fifth draft or editing the final draft help is available The Magic of Fiction is a comprehensive guide for crafting fiction It's the perfect resource for writers planning to self publish authors looking for an edge for manuscript submissions and editors looking for a handbook on craft Students and educators will also benefit with details about the crafts of writing and editing available in a single book Whether you intend to self publish or submit your manuscript to agents or publishers use The Magic of Fiction to master the ins and outs of writing and revision create stronger early drafts and edit your own stories This guide addresses all aspects of editing and writing from the mechanics to story issues to style concerns In it you'll find A comprehensive editing checklist Fixes for common writing mistakes Specifics for punctuation in dialogue Tips for putting setting to work for your fiction Suggestions for editing for the reader Help for writing to genre conventions Tips for word choices A guide for editing approaches and much more Every fiction writer should be equipped to not only write well but to rewrite and edit There are books designed to help you write a novel books to help you revise and books to help you with the nitty gritty of punctuation

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**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

**What Editors Do** Peter Ginna, 2017-10-06 This book gathers essays from twenty seven leading figures in book publishing about their work Representing both large houses and small and encompassing trade textbook academic and children's publishing the contributors make the case for why editing remains a vital function to writers and readers everywhere Ironically for an industry built on words there has been a scarcity of written guidance on how to actually approach the work of editing This book will serve as a compendium of professional advice and will be a resource both for those entering the profession or already in it and for those outside publishing who seek an understanding of it It sheds light on how editors acquire books what constitutes a strong author editor relationship and the editor's vital role at each stage of the publishing process a role that extends far beyond marking up the author's text This collection treats editing as both art and craft and also as a career It explores how editors balance passion against the economic realities of publishing

The book delves into Editing For Writers. Editing For Writers is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Editing For Writers, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Editing For Writers
- Chapter 2: Essential Elements of Editing For Writers
- Chapter 3: Editing For Writers in Everyday Life
- Chapter 4: Editing For Writers in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Editing For Writers. This chapter will explore what Editing For Writers is, why Editing For Writers is vital, and how to effectively learn about Editing For Writers.
3. In chapter 2, this book will delve into the foundational concepts of Editing For Writers. This chapter will elucidate the essential principles that must be understood to grasp Editing For Writers in its entirety.
4. In chapter 3, this book will examine the practical applications of Editing For Writers in daily life. The third chapter will showcase real-world examples of how Editing For Writers can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Editing For Writers in specific contexts. This chapter will explore how Editing For Writers is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Editing For Writers. The final chapter will summarize the key points that have been discussed throughout the book.

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