

Copyediting A Practical

With more than a thousand new entries and more than 2,300 word-frequency ratios, the magisterial fourth edition of this book—now renamed Garner's Modern English Usage (GMEU)—reflects usage lexicography at its finest. Garner explains the nuances of grammar and vocabulary with thoroughness, finesse, and wit. He discourages whatever is slovenly, pretentious, or pedantic. GMEU is the liveliest and most compulsively readable reference work for writers of our time. It delights while providing instruction on skillful, persuasive, and vivid writing. Garner liberates English from two extremes: both from the hidebound "purists" who mistakenly believe that split infinitives and sentence-ending prepositions are malfeasances and from the linguistic relativists who believe that whatever people say or write must necessarily be accepted. The judgments here are backed up not just by a lifetime of study but also by an empirical grounding in the largest linguistic corpus ever available. In this fourth edition, Garner has made extensive use of corpus linguistics to include ratios of standard terms as compared against variants in modern print sources. No other resource provides as comprehensive, reliable, and empirical a guide to current English usage. For all concerned with writing and editing, GMEU will prove invaluable as a desk reference. Garner illustrates with actual examples, cited with chapter and verse, all the linguistic blunders that modern writers and speakers are prone to, whether in word choice, syntax, phrasing, punctuation, or pronunciation. No matter how knowledgeable you may already be, you're sure to learn from every single page of this book.

Are you interested in copyediting? Is it like proofreading? What do copyeditors do? Well, if any of these questions have crossed your mind, this book is for you! Practically speaking, copyeditors not only correct simple grammar errors or typos, but shape otherwise mediocre writing into compelling error-free copy—sentence by sentence. In fact, anyone who wants to write a book or publish written content can benefit from learning the art of streamlining sentences by developing good copyediting skills. To this end, "Copyediting 101: Grammar, Style & Practice" is informational and practical. Each chapter provides a succinct understanding of copyediting for a general audience of students, curious learners or experienced proofreaders and writers who want to expand their services. Because this workbook is introductory, anyone with an interest in copyediting and a knack for words can easily engage with the content, which focuses on the grammar, style and usage issues that commonly beleaguer professional and novice writers. Peppared with full-color illustrations, the first chapters explain the concept of copyediting before moving on to detailed lessons covering the language concerns that good copyeditors must manage. After working through the exercises, readers will better understand the duties and skill requirements for effective copyediting.

Copyediting, a Practical Guide William Kaufmann Incorporated

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 Cambridge Handbook for Editors, Copy-editors and Proofreaders

Proofreading, Revising & Editing Skills Success in 20 Minutes a Day

Practical Proofreading

Grammar Essentials for Proofreading, Copyediting & Business Writing

The Art, Craft, and Business of Book Editing

Exercises with Model Answers and Commentary

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.).

Everyone in the newsroom agrees that copy editors are the unsung heroes in the business who, until now, have never had a succinct and authoritative guide for on-the-job use. From counting the headline to line breaks, from decks to jumps, from editing numbers and photo captions to editing for organization, The Copy Editing and Headline Handbook is the complete source of essential information for the copy editor. Whether copy editing on a computer or on the printed page, for a newspaper or for a magazine, Barbara Ellis shows how to clean, organize, and proof copy like a pro. With special sections on libel, captions, forbidden words, job hazards, and head counts, as well as a section of the most commonly used symbols in copy editing and proofreading, the Handbook is essential for every copy editor's bookshelf.

This pragmatic text helps students master the craft of copy editing—including both the editing skills and the "people skills" essential to professional success. Experienced newspaper copy editor and professor John Russial covers the fundamentals and more: how to edit for grammar, punctuation, usage, and style; attend to broader issues of fairness and focus; develop strong headlines and other display elements; and work collaboratively with reporters, other editors, and designers. Special attention is given to the copy editor's role as critical thinker and coach as well as resident wordsmith. Throughout, proven editing strategies are explained and numerous concrete examples and practical tips offered.

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.

Copyediting and Proofreading For Dummies

A Practical GuideCrish Trade BookCrisp Professional Series

Copyediting 101

Instruction and Practice in Proofreading

Practical Exercises in Copy Editing

A Practical Guide to Transforming Your Book from Good to Great

Expert advice to perfect your proofreading skills McGraw-Hill's Proofreading Handbook helps ensure that your documents are letter-perfect, every time. Veteran editor and proofreader Laura Anderson arms you with all the tools of the proofreader's trade and walks you step-by-step through the entire proofreading process.

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.

This is a guide to freelance proofreading and copy-editing, with examples of proof correction marks and exercises with corrections supplied.

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.

McGraw-Hill's Proofreading Handbook

On the News Desk

The Subversive Copy Editor, Second Edition

Mark My Words

Strategic Copy Editing

A Guide to Practical Proofreading

An essential tool for writers, editors, proofreaders, designers, copywriters, production managers, and marketers too. The Christian Writer's Manual of Style is an essential tool not only for writers of religious materials, but for their editors, proofreaders, designers, copywriters, production managers, and even marketers. Rather than simply repeating style information commonly available in standard references, this newly updated and expanded edition includes points of grammar, punctuation, usage, book production and design, and written style that are often overlooked in other manuals. It focuses on information relating to the unique needs and demands of religious publications, such as discussions on how to correctly quote the Bible, how to capitalize and use common religious terms, and how to abbreviate the books of the Bible and other religious words. Also included are rarely found items such as:

- an author's guide to obtaining permissions
- guidelines for using American, British, and Mid-Atlantic styles
- discussions of inclusive language, profanity, and ethnic sensitivities
- discussions of Internet and computer-related language style
- a list of problem words
- style issues regarding words from major world religions
- a discussion of handling brand names in text
- a list of common interjections
- issues of type design, paper, copy-fit

This edition has been completely updated since the 1988 edition and contains more than twice as much information as the previous edition. This is the most detailed and comprehensive guide of its kind.

The essential resource for aspiring and professional editors Whether you are a student of the craft or a working editor, you need *The Complete Canadian Book Editor*. From building and managing author relationships, through acquiring and developing manuscripts, to every level of text editing and proofing for print and ebooks, editors play integral roles in the operations of a book publishing house. In *The Complete Canadian Book Editor*, veteran editor and professor Leslie Vermeer sets out both the concepts and the processes that an effective editor must command. Dr. Vermeer guides aspiring editors in presenting themselves successfully to employers and clients, and working editors will recognize the voice of a mentor in her advice about career advancement. Editors at all levels—along with authors and self-publishers—will find in *The Complete Canadian Book Editor* all of the step-by-step editorial tools they need to take projects from promising beginnings to their full potential. With exercises throughout, *The Complete Canadian Book Editor* reinforces key concepts, and builds your skills as an expert editor. Topics include: Manuscript acquisition and book contracts. Editorial stages, from development to proofreading. Design and production, including digital workflow. What every editor needs to know about marketing. The state of book publishing in Canada today. The future of publishing, and why editors are more important than ever before.

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.

Editing is an invisible art where the very best work goes undetected. Editors strive to create books that are enlightening, seamless, and pleasurable to read, all while giving credit to the author. This makes it all the more difficult to truly understand the range of roles they inhabit while shepherding a project from concept to publication. In What Editors Do, Peter Ginna 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. What Editors Do shows why, in the face of a rapidly changing publishing landscape, editors are more important than ever.

Developmental Editing

The Pocket Book of Proofreading

Eddie's War

A Guide to Freelance Proofreading and Copy-Editing

A Guide for Book Publishing and Corporate Communications, with Exercises and Answer Keys

Exercises and Tips for Honing Your Editorial Judgment

Editing is a tricky business. It requires analytical flair and creative panache, the patience of a saint and the vision of a writer. Transforming a manuscript into a book that edifies, inspires, and sells? That's the job of the developmental editor, whose desk is the first stop for many manuscripts on the road to bookdom—a route ably mapped out in the pages of Developmental Editing. Author Scott Norton has worked with a diverse range of authors, editors, and publishers, and his handbook provides an approach to developmental editing that is logical, collaborative, humorous, and realistic. He starts with the core tasks of shaping the proposal, finding the hook, and building the narrative or argument, and then turns to the hard work of executing the plan and establishing a style. Developmental Editing includes detailed case studies featuring a variety of nonfiction books—election-year polemic, popular science, memoir, travel guide—and authors ranging from first-timer to veteran, journalist to scholar. Handy sidebars offer advice on how to become a developmental editor, create effective illustration programs, and adapt sophisticated fiction techniques (such as point of view, suspense, plotting, character, and setting) to nonfiction writing. Norton's book also provides freelance copyeditors with a way to earn higher fees while introducing more creativity into their work lives. It gives acquisitions, marketing, and production staff a vocabulary for diagnosing a manuscript's flaws and techniques for transforming it into a bestseller. And perhaps most importantly, Developmental Editing equips authors with the concrete tools they need to reach their audiences. 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.

First Published in 1996. Routledge is an imprint of Taylor & Francis, an informa company.

A guide to proper American English word usage, grammar, pronunciation, and style features examples of good and bad usage from the media.

Grammar, Style & Practice

Garner's Modern American Usage

Garner's Modern English Usage

The Copyeditor's Handbook

Advice from Chicago (or, How to Negotiate Good Relationships with Your Writers, Your Colleagues, and Yourself)

The Copy Editing And Headline Handbook

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.

Discusses the basic elements of proofreading, outlines the marks and symbols used, and offers advice for acquiring employment.

Since its first publication in 1975, Judith Butcher's Copy-editing has become firmly established as a classic reference guide. This fourth edition has been comprehensively revised to provide an up-to-date and clearly presented source of information for all those involved in preparing typescripts and illustrations for publication. From the basics of how to prepare text and illustrations for the designer and typesetter, through the ground rules of house style, to how to read and correct proofs, Copy-editing covers all aspects of the editorial process. New and revised features: • up-to-date advice on indexes, inclusive language, reference systems and preliminary pages • a chapter devoted to on-screen copy-editing • guidance on digital coding and publishing in other media such as e-books • updated to take account of modern typesetting and printing technology • an expanded section on law books • an essential tool for new and experienced copy-editors, working freelance or in-house.

This guide takes you through the ins and outs of the book-editing process, giving you the tools to write the best book possible. Understanding how writing and editing complement each other, you'll become more confident as a writer, finish your book faster and move toward the ultimate goal of publication.

Butcher's Copy-editing

A Guide for Book Publishing and Corporate Communications

Substance & Style

The Copyeditor's Workbook

Proofreading and Copyediting

A Practical Guide

This manual combines an overview of the job market, necessary talents and employer expectations, with chapters on aspects of grammar, notes, typemarking and keying, specialized copy-editing and finally getting work. Includes examples of corrected manuscripts and an annotated section on reference books. Two essential resources for writers and editors, this set includes The Copyeditor's Handbook, now in its fourth edition, and The Copyeditor's Workbook, the new companion to the bestselling handbook. Unstuffy, hip, and often funny, The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications 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 Copyeditor's Workbook: Exercises and Tips for Honing Your Editorial Judgment--a new companion to the handbook--is a comprehensive and practical education in the art of copyediting for both aspiring and experienced editors. More than forty exercises of increasing difficulty and length, covering a range of subject matter, enable you to advance in skill and confidence. Detailed answer keys and explanations offer a grounding in editorial basics, appropriate usage choices for different contexts and audiences, and advice on communicating effectively and professionally with authors and clients. Whether the workbook exercises are undertaken alone or alongside the new edition of The Copyeditor's Handbook, they provide a thorough workout in the essential knowledge and skills required of contemporary editors.

Filled with sound, practical advice, this book is a must if you wish to become an effective copyeditor. Praise for the first and second editions: "The Copyeditor's Handbook brims with valuable information, good advice, and helpful suggestions for novice copyeditors and experienced practitioners. It is comforting to know that current and future copyeditors will be able to turn to this handbook. I'm placing this work, which fills a huge gap in the literature, right beside my dictionary, and will highly recommend it to all my colleagues and students." -Alice Levine, Lecturer, The Denver Publishing Institute, and freelance editor "A definite 'must have' for the beginning to intermediate editor or author, and even the experienced editor. An indispensable reference tool." -Kim Hawley, President, The Chicago Book Clinic "This is the book that every teacher of editing has been waiting for: thorough, clear, authoritative, up-to-date, and sane." -Beth Luey, Director, Scholarly Publishing Program, Arizona State University "This book warms the cockles of the copyediting heart. It is thorough, useful, helpful, and smart. And it fills a huge vacuum." -Constance Hale, author of Sin and Syntax and Wired Style "An excellent resource. The Copyeditor's Handbook should sit on every business editor's shelf, next to the in-house style guide." -Erika Henik, Research Publications Manager, Banc of America Securities LLC "The first three chapters alone are worth the cover price. It's a book that acknowledges an assortment of vexing copyediting questions and offers multiple answers to most of them."-Gary Hernandez, Technical Communication "An excellent textbook to teach the essentials of copyediting. An excellent reference work for workplace writing."-Mark Armstrong, Business Communication Quarterly "Straightforward, sound advice for beginning or intermediate copyeditors working with pencil or online."-Priscilla S. Taylor, The Editorial Eye "Lays out the copyeditor's obligations with humor, style, and perspective."-Walter Pagel, Science Editor

The Editor's Eye
Copy Editing

The Copyeditor's Handbook and Workbook
Copy Editing for Professionals
The Christian Writer's Manual of Style

Filled with sound, practical advice, this book is a must if you wish to become an effective copyeditor. In addition to being a comprehensive guide to the "real world" of copyediting and publishing, sections on diction and style answer practical questions not addressed in other copyediting books.

*Longtime manuscript editor and Chicago Manual of Style guru Carol Fisher Saller has negotiated many a standoff between a writer and editor refusing to compromise on the "rights" and "wrongs" of prose styling. Saller realized that when these sides squared off, it was often the reader who lost. In her search for practical strategies for keeping the peace, *The Subversive Copy Editor* was born. Saller's ideas struck a chord, and the little book with big advice quickly became a must-have reference for copy editors everywhere. In this second edition, Saller adds new chapters, on the dangers of allegiance to outdated grammar and style rules and on ways to stay current in language and technology. She expands her advice for writers on formatting manuscripts for publication, on self-editing, and on how not to be "difficult." Saller's own gaffes provide firsthand (and sometimes humorous) examples of exactly what not to do. The revised content reflects today's publishing practices while retaining the self-deprecating tone and sharp humor that helped make the first edition so popular. Saller maintains that through carefulness, transparency, and flexibility, editors can build trust and cooperation with writers. *The Subversive Copy Editor* brings a refreshingly levelheaded approach to the classic battle between writers and editors. This sage advice will prove useful and entertaining to anyone charged with the sometimes perilous task of improving the writing of others.*

Good writing starts with good grammar. How comfortable are you with your grammar skills? "Grammar Essentials for Proofreading, Copyediting & Business Writing" focuses on the grammar and usage topics you need to quickly improve your writing skills for personal and business success. You learn how to correct common grammar errors like fragments, run-ons and comma splices, while answering usage concerns such as when to use "who" or "whom," or what words to capitalize or abbreviate. Each chapter ends with practical exercises.

*Copyeditors need to practice their skills to stay on top of their game. Brush up your grammar skills with this workbook from the only publisher run by copyeditors: *Editors' Editions from Copyediting*.*

Copyediting, a Practical Guide

A Handbook for Freelancers, Authors, and Publishers

What Editors Do

International Book Publishing: An Encyclopedia

The Subversive Copy Editor

Letter Perfect