



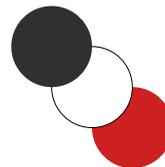
Editorial Services

A guide to editorial services

www.JustWriteRight.co.uk

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Introduction

When it comes to editorial services, it can be bewildering to know what you need. What do the different services mean and when do you need them?



Some people see these as different “levels” of service, others see them as discrete steps in the publishing process. If you’re self-publishing, think like a traditional publisher and copy their steps to get the best results. This ebook gives you an idea about what to expect when you book professional editing services with me.

It is always important to get a professional pair of eyes on your manuscript. Not only does editing address typos, spelling mistakes and grammar gremlins, it can also smooth your words, making it easy for your readers.

There are as many different definitions for these services as there are people who provide the services. That’s why it is important to get to know your editor and to have an idea about what you want to achieve from the editing process. This post gives an idea about the different services that I offer.



**For more information,
get in touch to discuss
your requirements or
visit my website,**

www.JustWriteRight.co.uk

Developmental editing

What is it?

Whether you are writing fiction or creative non-fiction, a developmental edit will address some of the “big picture” issues in your text. Developmental editing is perfect for writers who get “stuck” with knowing how to progress with their manuscript and it addresses some of the key issues of your writing.

Depending on your writing and your genre, a developmental edit may look at some or all of the following:

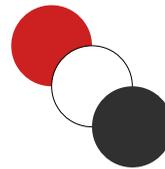
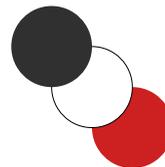
- Plot development
- Narrative structure
- Character arcs
- Dialogue
- Emotional
- How to show, rather than tell



For creative non-fiction, this can be a point to develop the progression of information and your voice as an author. It is still important that your readers connect with your writing.

This is more than a beta read. This is detailed feedback that you can use to move forward with your writing. You’ll get notes, both in the manuscript and in a report, to help you further develop your writing and make the most from your idea.

Developmental editing is not about taking your writing away from you. It is about making suggestions and reading as a critical friend. Unlike your Aunt Betty who might have to be tactful when making suggestions, a developmental editor can sensitively and professionally work with you to improve your writing.



What do you get?

Big picture changes often mean there is not much to see in your manuscript. So what are you getting? My developmental editing will leave comments in the text that will link to a detailed report.

My comments in the text will reflect and support this report, giving you ideas for how to improve the narrative, plot, characterisation, dialogue or any other area that needs work.

The report that I will send you also contains this and allows me to go into greater detail with you. It will contain elements such as:

- Your manuscript’s current strengths
- Suggestions for improving the characters
- How restructuring may develop the narrative
- Ways to develop the plot and increase the drama
- How to improve the pace or flow
- Suggestions for making the dialogue more effective or believable

Of course, it’s all down to your manuscript. The report reflects what your story needs and will give the best possible story. It’s then down to you to implement these changes as you see fit. You may completely disagree!

How is this different from a beta reader? Beta readers are great for understanding your readers’ reactions. A developmental edit will go into far more depth and give you far more creative solutions to hurdles.



Copyediting

What is it?

When you are happy with your manuscript, a copyedit can tighten your prose further. It does this by looking at these key areas:

- Consistency
- Clarity
- Conciseness
- Correctness

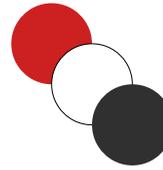


Consistency across the manuscript is important at the copyediting stage. English is full of variety but in your manuscript, getting everything to be the same is important. Some editors like to hyphenate copy-edit, I like copyedit as one word: across all my work I keep it consistent. That goes for your writing too. Consistency in voice, punctuation use, vocabulary ... the list goes on!

Clarity is vital for the reader. Clear prose makes it easy for your readers to connect with the characters in your story or the information in your book. Long sentences, overly complex structures, unnatural vocabulary can all create a disconnect between your writing and your reader.

Conciseness, like clarity, is an important step in copyediting. We're all guilty of saying too much and a copyeditor will look for examples of this in your writing.

Getting your writing correct is the final, and often most visible, part of the copyediting process. Here, the copyeditor will address spelling, punctuation and grammar. They will also check some facts (yes, even in fiction your facts are important) and ensure that your plot and story are as consistent and correct as they should be (if your character



has brown eyes in chapter three, they need to still have brown eyes in chapter thirty-three!).

What do you get?

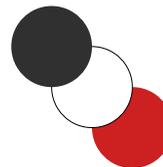
Here, I will work directly on your manuscript, using Word's "Track Changes" function. To understand that, take a look at my blog for more information about how to understand my editing.



When I'm done copyediting your manuscript, you'll receive a few files from me:

- Your edited manuscript: with the tracked changes showing my suggestions and comments balloons for queries and other ideas.
- A style sheet that I have generated for you (unless you have been kind enough to supply me with one)
- A feedback and queries document: for all the ideas, queries and suggestions that I can't fit into the manuscript

If required, I can also produce a "clean" copy of the manuscript, with all the changes accepted. I generally don't do this, as it is still your manuscript: you may disagree with some of my suggestions! I always advise that you review manuscripts carefully.



Proofreading

What is it?

Proofreading happens just before publication. Ideally, your book will have been typeset and laid out, with all the little details like page numbers, the contents and cover all put together. So proofreading is usually done in PDF software with the book looking like it's ready to be published. So the proofreader doesn't change anything but marks up the pages with any corrections that need to be made.

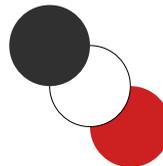


Like copyediting, proofreading checks for consistency and correctness in spellings, punctuation and grammar. It also checks formatting, page numbers, correct layout and for any missing elements that may have fallen off during the typesetting stage.

Proofreading is the very last opportunity to have a professional and trained set of eyes check your manuscript before you release your work to the world. Nobody notices if the text is error-free; everybody shouts when they find a typo!

What do you get?

Once your manuscript has been edited and typeset (more on that in a later blog post!), it's time for proofreading. Generally, this is done on PDF software (sometimes even on physical book proofs) so don't expect changes, expect mark up to show where these corrections should be.



Again, when I return your files, you can expect:

- Your marked-up PDF or book proof: either using standard BSI symbols, if you are comfortable with those, or PDF mark-up
- A style sheet (again, it's always helpful if you create this yourself)
- A queries document: in case there are any questions or thoughts I make while proofreading

Although proofreading is generally done on PDF software, I can also do this on Word. This is often known as proof-editing as it involves changes to the manuscript. This can be helpful for self-publishers who are not using professional typesetting software. In these instances, you will receive the document back, with tracked changes as in a copyedit.



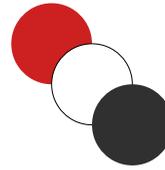
Proof-editing

What is it?

As the publishing world changes and moves and self-publishing becomes ever more popular, a hybrid service has come about. This is known as “proof-editing” because it encompasses the focus of proofreading with the changes of copyediting.

Often, self-publishing and ebook publishing requires nothing more than a Word document, missing the typesetting stage. Therefore, the proofreader can make changes directly to the manuscript. It is important to understand, however, that this is different from copyediting. If you have briefed someone to proof-edit, they might not look for all of the things they would look for during a copyedit.

Make sure you understand what you want and your editor or proofreader knows what you are after too.



Typesetting

What is it?

Whether you are creating print books, ebooks or both, your words need to be turned into a format that can be read.

For ebooks, this needs to be done so that the various readers can properly understand your book. For print books, this needs to be done so that the printer doesn't accidentally cut your sentence in two!

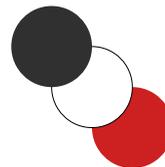
Page design, fonts, covers and all the preliminary and end matter need to be designed and typeset to give your readers the best possible experience.



Further reading

The Chartered Institute of Editing and Proofreading has many useful guides and fact sheets that explain the differences in editorial services.

Visit their website, www.ciep.uk





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