How to Navigate the Four Stages of Book Editing

with JoEllen Nordström
How to Navigate the Four Stages of Book Editing

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Why Is Editing Your Manuscript Important?

www.FirstEditing.com
Editing is important because it

• Enhances the overall feel of your manuscript

• Engages your reader’s mind and emotions

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4 Stages of Editing

- Structural Content Editing
- Line Editing
- Copy Editing
- Proofreading
1. Structural Content Editing
Structural Story Editing

• Most in-depth of all stages
• Also known as **content**, **developmental**, or **substantive editing**
• For fiction, it evaluates your story arc and presentation from the highest level
Story Editor

• Reviews in detail your entire manuscript
• Applies the most rigorous method of correcting your book
• Thoroughly evaluates the structure and presentation of your writing scene by scene

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Story Editor

• Evaluates your:
  • Story arc
  • Word count
  • Characters
  • Plot
  • Settings
  • Story flow and pacing
  • Scene openings and endings
  • Consistency and clarity
Story Editor

• Ensures you convey your characters’ vision, empathy, and journey to readers

• Evaluates the 38 Story Elements that compose your book

• Objectively ensures they overlook nothing

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Can I Do Structural Editing Myself?
When SELF-EDITING,

• Ensure you review the **essential 38 story elements**

• **Present your story well** from start to finish

• Make sure you **portray your intent with clarity**

• Evaluate and lay-out the scenes in a logical and engaging manner

• **Set forth clearly the events, characters, and settings** involved in each scene
Self-editing is good practice, but for an exemplary result, you need a

PROFESSIONAL STRUCTURAL CONTENT EDITOR
At First Editing, we hire only professionally trained and certified story editors who are experts in discovering the ins and outs of a story, using a sophisticated, licensed editing software.
2. Line Editing
Line Editing

• Checks the tone, style, and consistency of your writing

  • **Tone:** Ensures that every sentence is working to develop your story’s intended mood
  
  • **Style:** You may use plain and direct language or imagery
  
  • **Consistency:** Ensures your presentation remains consistent
Line Editor

- Identifies the tone and style of your writing
- Helps you adapt your style and put forth the mood to your audience in the most effective way
- Picks out inconsistencies and suggests coherent lines more appropriate to your writing
3. Copy Editing
Copy Editing

• Requires minimal review
• Focuses on correcting grammar, spelling, and punctuation
Copy Editor

• Recognizes and fixes mistakes in spelling and punctuation
• Well-acquainted with the rules of grammar
• Applies the rules in conformity with the other elements evaluated in the previous stages of editing
4. Proofreading
Proofreading

• Happens after formatting and before the edited book is sent to the printer

• Involves fixing the final issues of the book layout resulting from the upload
Proofreader

- Ensures your book has proper formatting to make it error-free and presentable to the reader
- Very thorough in reviewing the book to ensure its impeccability
Can I Proofread My Own Book?
You may do proofreading yourself, but it requires technical skills and ample time. You may need the service of a PROFESSIONAL PROOFREADER.
Take Control of Your Self-Editing
Self-Editing Software

- Helps structure your self-edit
- Gives you the tools to track, implement and take control of your self-editing

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ProWritingAid Self-Editing Software

How it works

Each element of your story is covered by a focused report.

25 reports cover areas like readability, structure, style and pacing, dialogue tags, repeated words, sensory words and sticky sentences.

Provides all of the statistics for your document.

Gives individual suggestions for specific mistakes.

Has a Summary Report that gives an overview of your work so you can see where you need to focus.

www.FirstEditing.com
What makes ProWritingAid different?

Professional editors transform your writing from good to great!

Warm regards,
JoEllen Nordström
FirstEditing.com
First Editing
- Then Publishing!