


# Different Stages of Book Editing

with **JoEllen Nordström**

The background of the slide is a collage of various book covers, tilted at an angle. Visible titles include 'The Perfect Date', 'The Bas False Mo', 'Michael Willia', 'HERO CHIEF', 'LARK', 'ECHOES', 'The Lepidoptera Work', 'Karl Lynn Brook', 'HIDDEN CITY OF MYSTERY', and 'HYBRID PART 1'.

How to Navigate the  
Stages of Book Editing  
[Click here to read the blog  
post...](#)

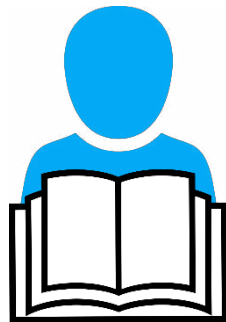
# Why Is Editing Your Manuscript Important?



# Editing is essential.



- Enhances the overall feel of your presentation



- Engages your readers' minds and emotions

# Stages of Editing

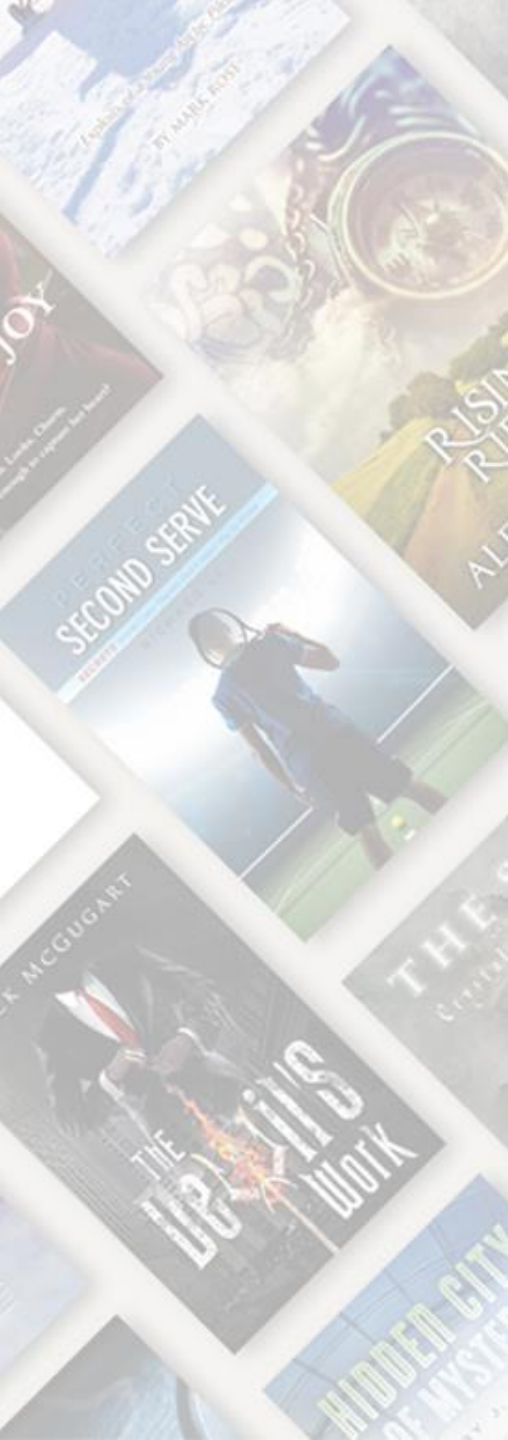


- Story Editing - developmental
- Content Editing - English writing
- Line Editing - revising
- Copy Editing - finishing

(Proofreading – after formatting)

# Finish Your Storyteller Edit

[Get Professional Editing Help](#)



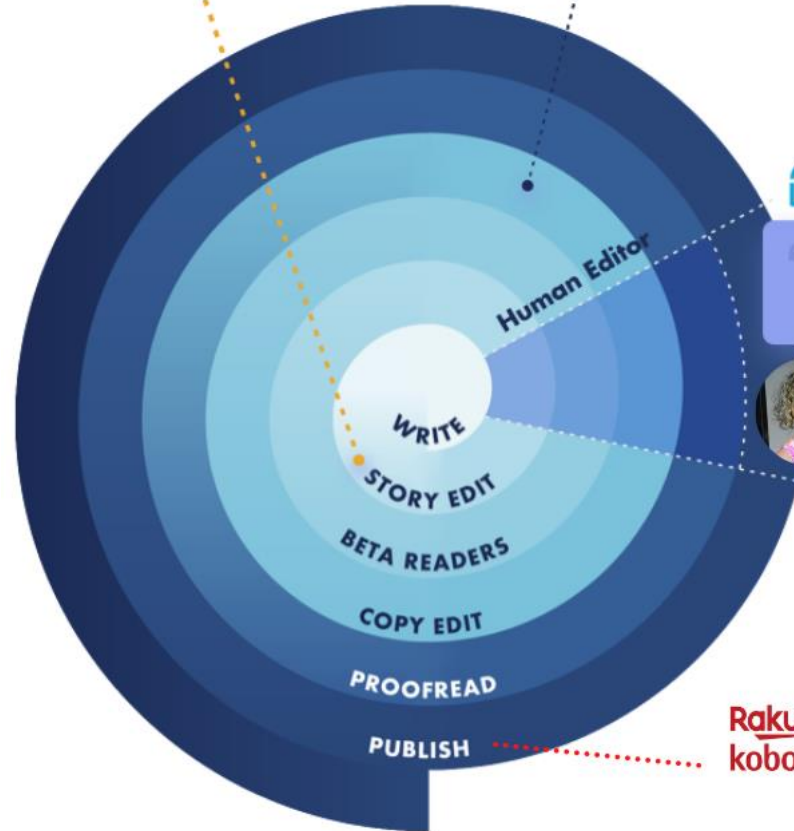
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ProWritingAid



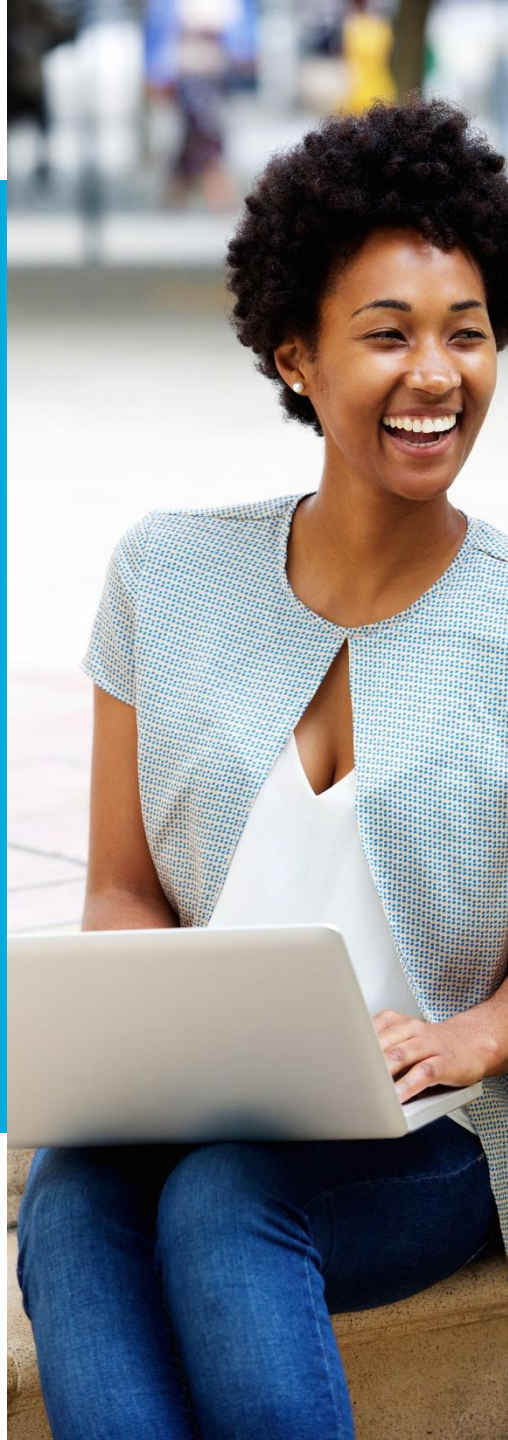
FirstEditing



Rakuten  
kobo



# 1. Story Edits / Developmental Editing







# Story Editing -

- Review in detail your entire manuscript's story
- Apply the most rigorous method of correcting your book
- Thoroughly evaluate the structure and presentation of your writing scene by scene



# Certified Story Coach

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



# Story Editor

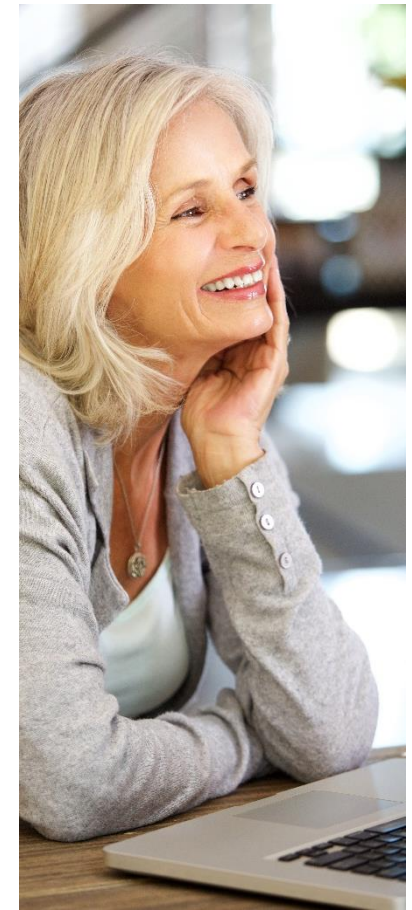
- Ensures you convey your characters' vision, empathy, and journey to readers
- Evaluates the **38 Story Elements** that compose your book
- Objectively ensures they overlook nothing

# 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, Certified  
Story Coach**

At First Editing, we have a professionally trained team of **Certified Story Coaches** - experts in discovering the ins and outs of a story, using a sophisticated, licensed editing software.

Find An [Editor](#)



# Comparing Editing Services

Creative vs. Syntax

Storytelling vs. Wordsmithing

Artistic Craft vs. English Skills



## 2. Content & Line Editing





# Content Editing

- Checks the structure & substance + tone, style, and consistency of your writing
  - **Structural:** Ensures that every chapter develops your story arc & reader's engagement
  - **Substantive:** Are you achieving your goals? Follow blurb
  - **Content:** Ensures your presentation remains consistent as it evolves

# Editing Journey

**Developmental Story Edit -> Content/Line Editing**

**-> Revisions -> Copy Edit -> Formatting ->**

**Proofread -> Submission-Ready Manuscript**



# 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 and its 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.**

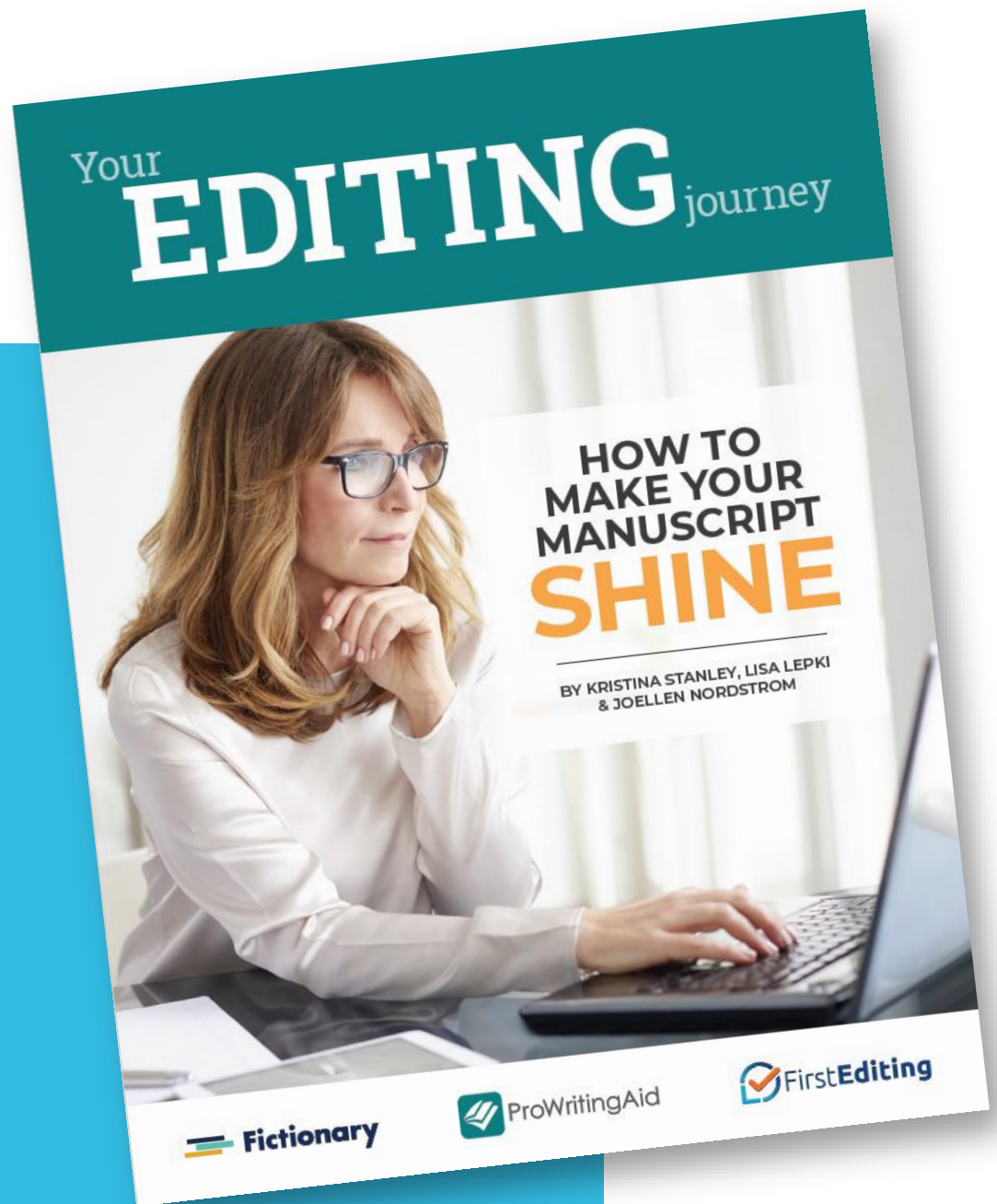
**You need the service of a**

**PROFESSIONAL  
PROOFREADER**

Our free Self-Editing  
eBook

**“Your Editing Journey”**  
outlines specific tasks  
which help you succeed  
using proven methods!

[Get a Free eBook Now](#)



# First Editing

## - Then Publishing!

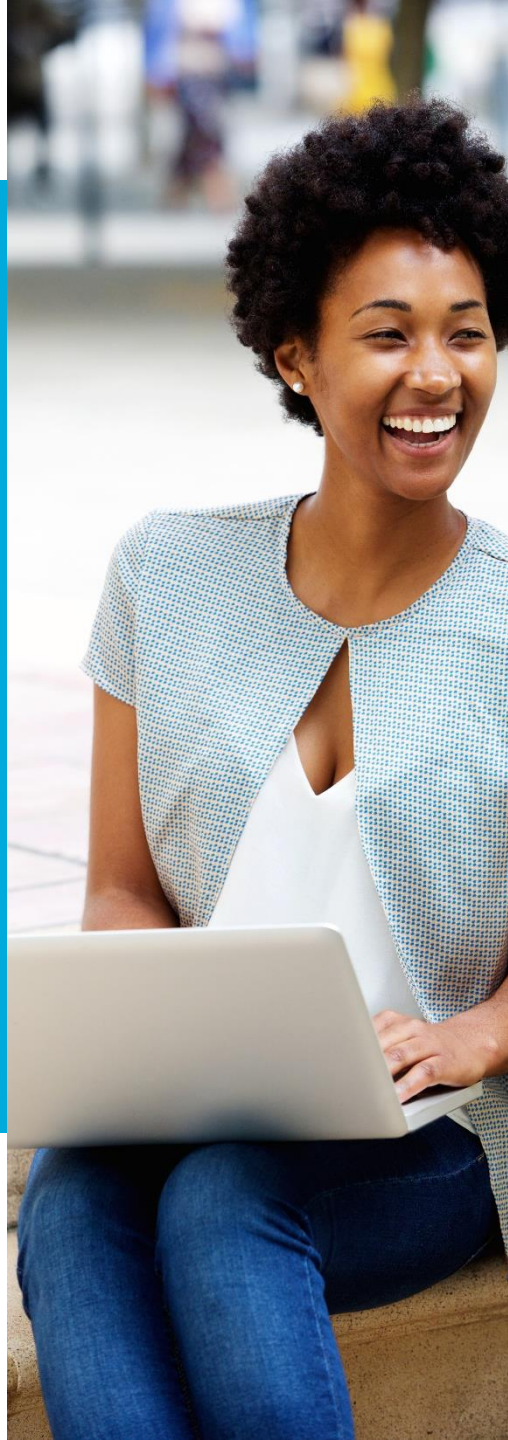


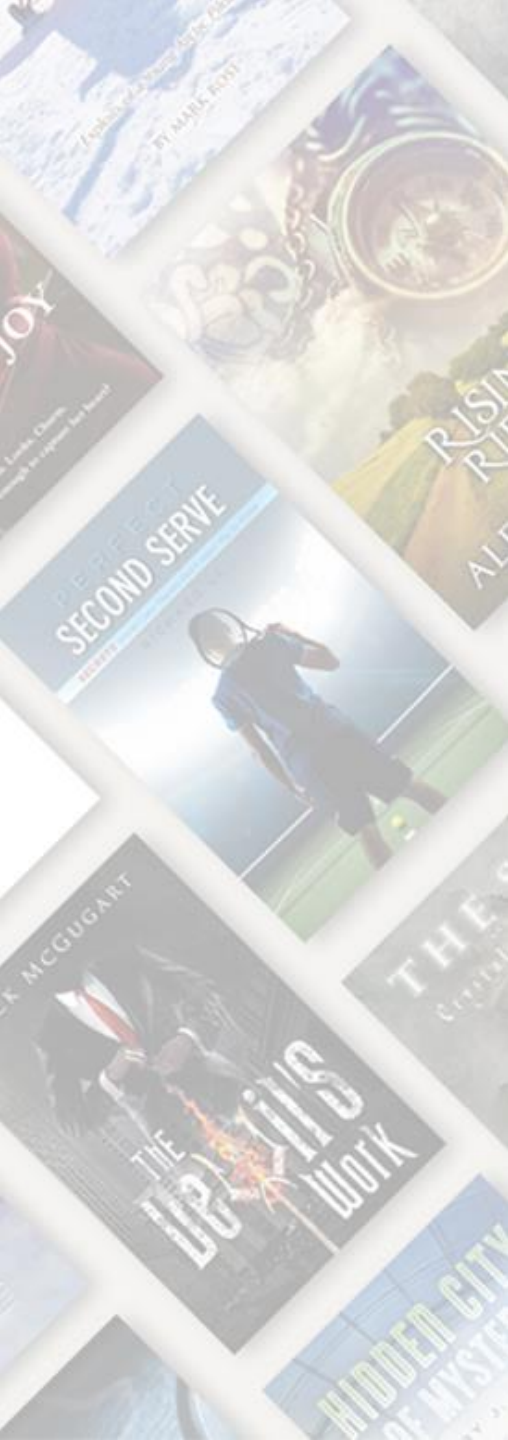


# 10 Steps for Editing *After Your* Developmental Story Edit

**STEP ONE:**

# Evaluate What Your Manuscript Needs

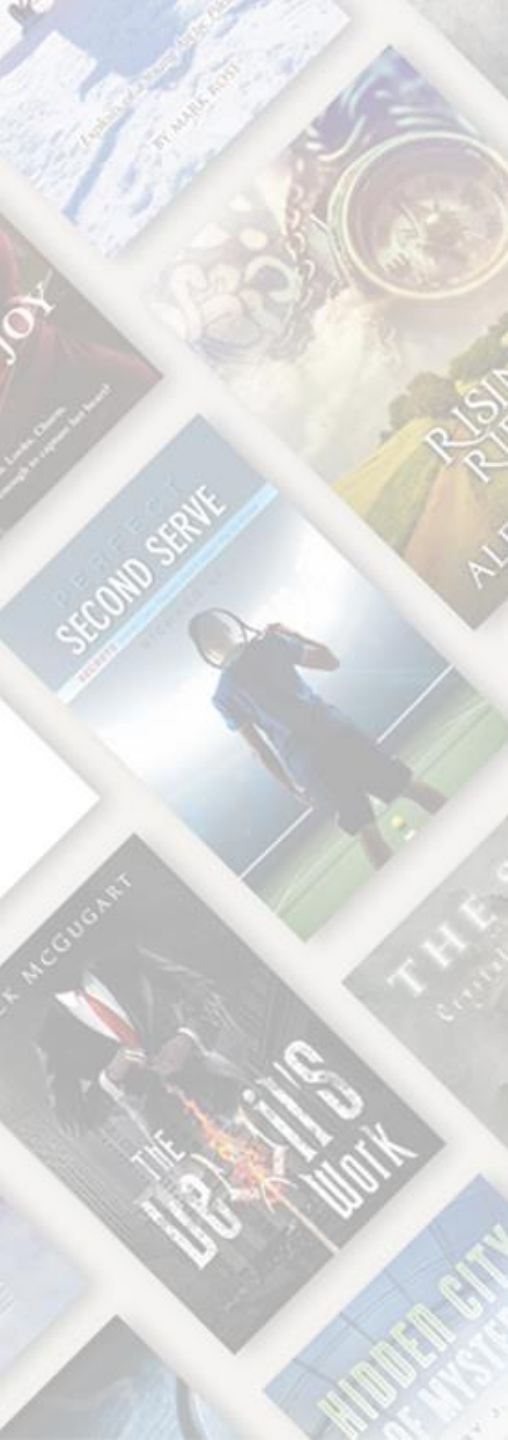




## Do you need a:

- a. Copy Editor
- b. Line Editor or
- c. Content Editor

(Developmental / Structural /  
Substantive Editing)

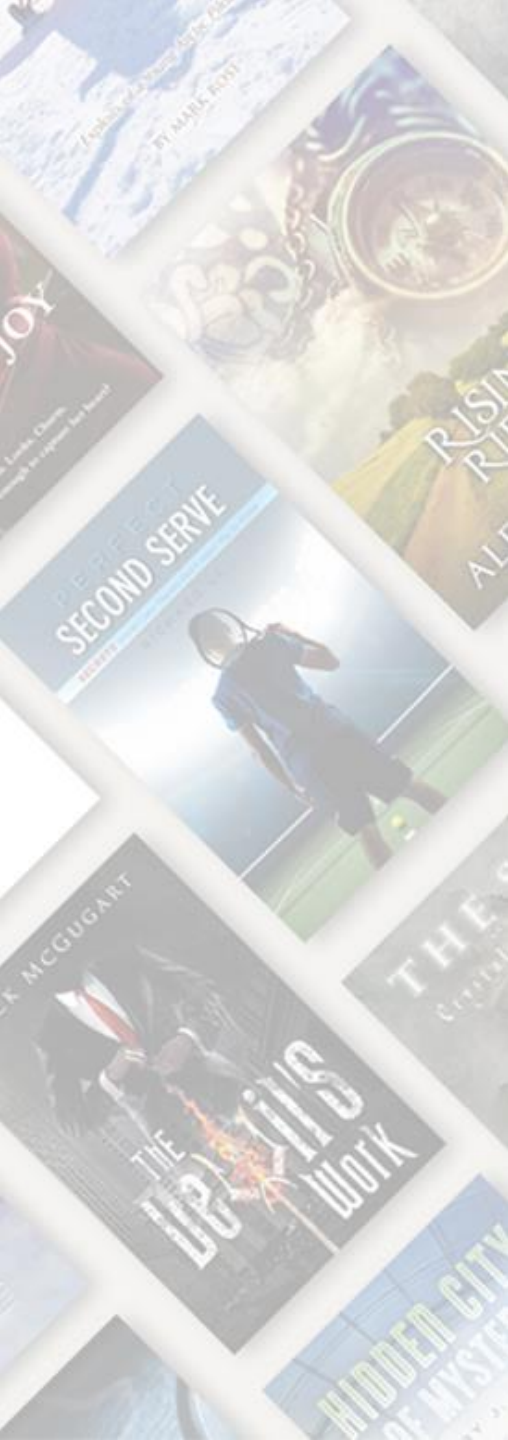


# Compare professional editing services & when each level is necessary

1. Content Editing
2. Line Editing
3. Copy Editing

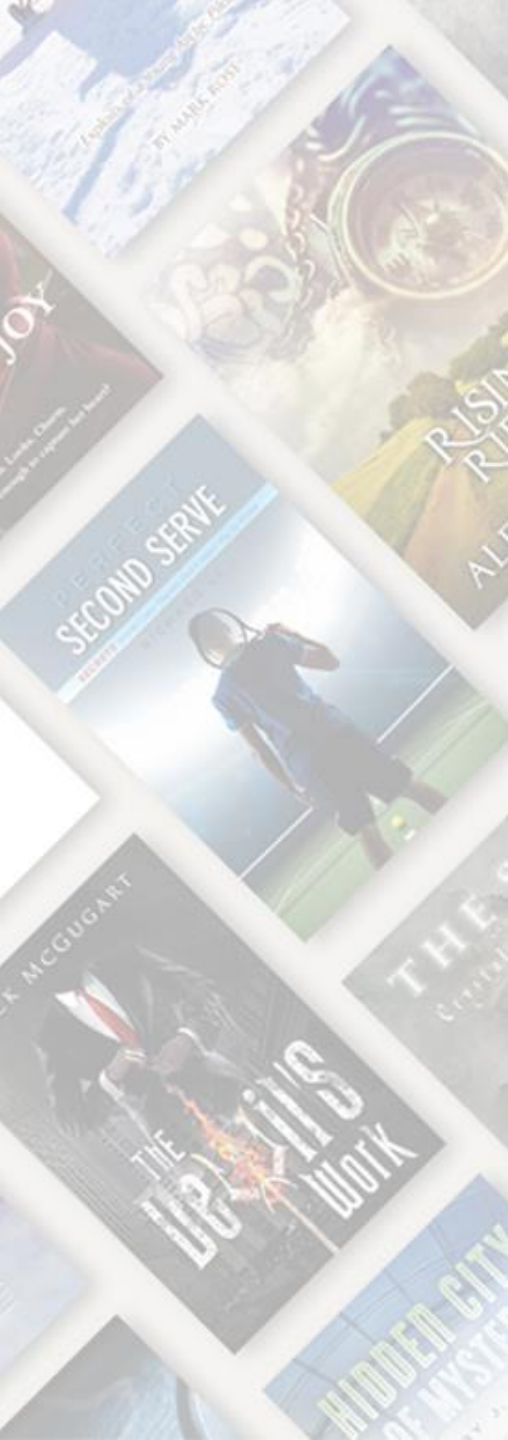
# Content Editing

- Checks the structure & substance + tone, style, and consistency of your English writing PRESENTATION
  - **Structural:** Ensures that every chapter develops your story
  - **Substantive:** Are you achieving your goals? Follow your blurb
  - **Content:** Ensures your presentation remains consistent as it evolves



## Line Editing

- Revisions
- Revisions
- Revisions



## Copy Editing

- Your *final* edit  
**before** formatting



## Proofreading

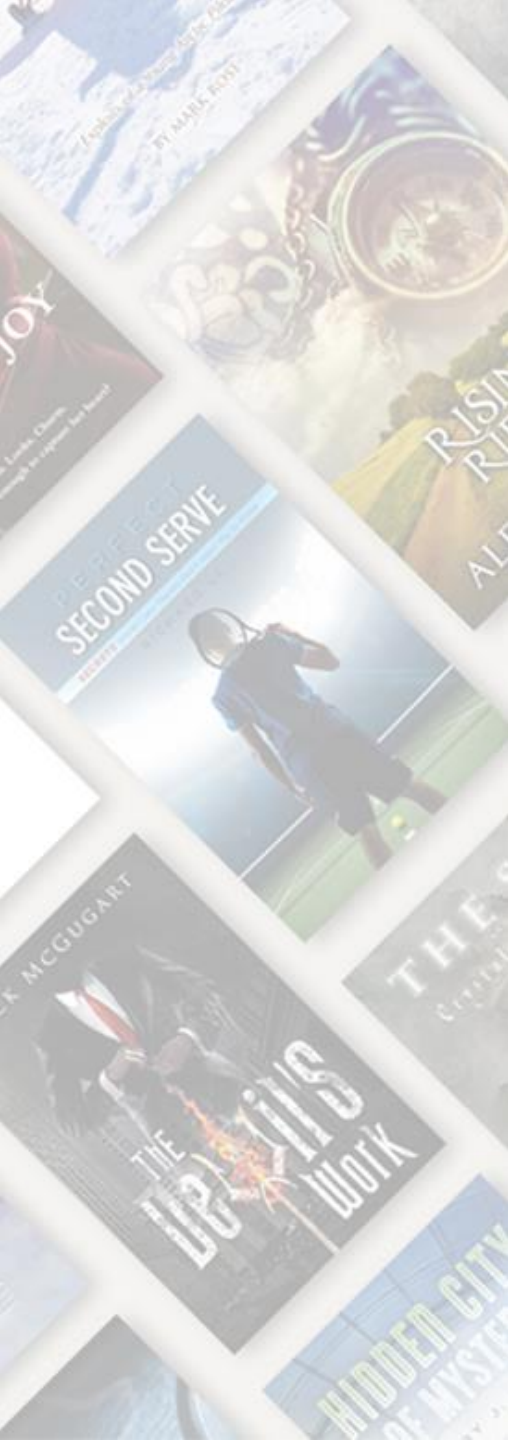
- Proofread after formatting
- This is not *editing*



**STEP TWO:**

# Get the Best Price and Find Qualified Editors





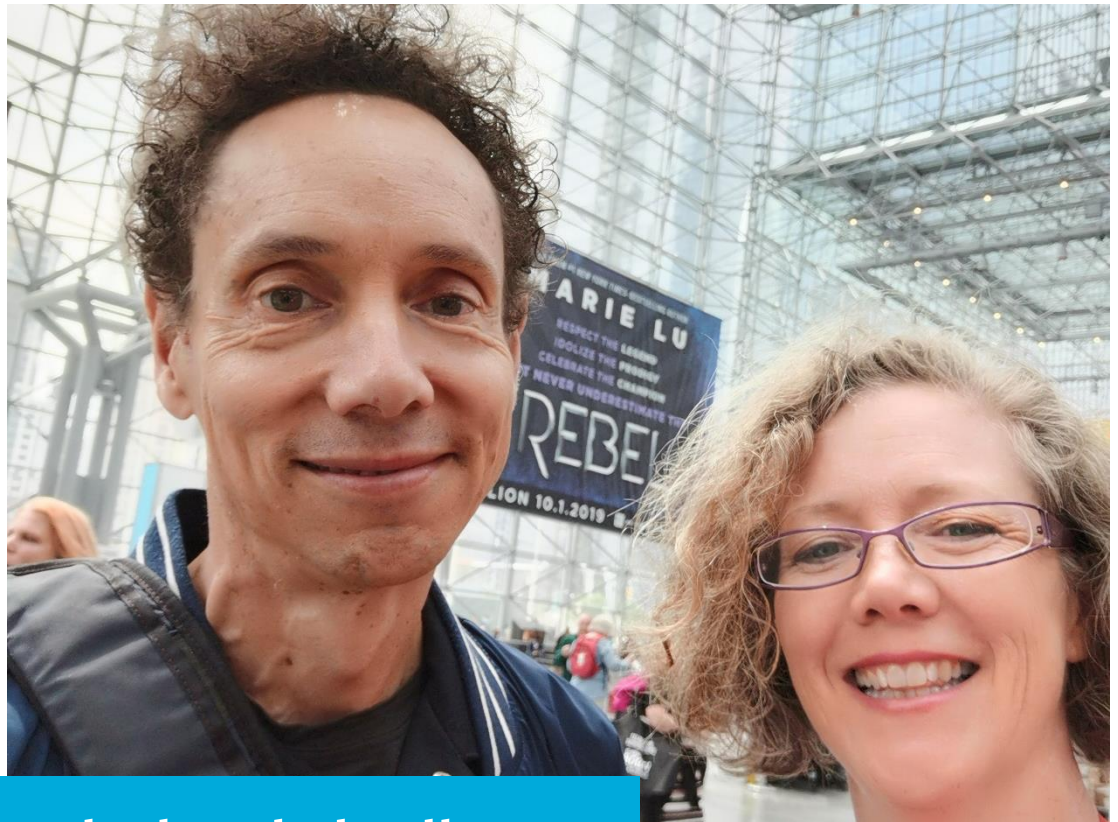
## Get the best price and hire only qualified, successful editors

- Use Writing Tools
- Self-Edit FIRST
- Revise Again and Again

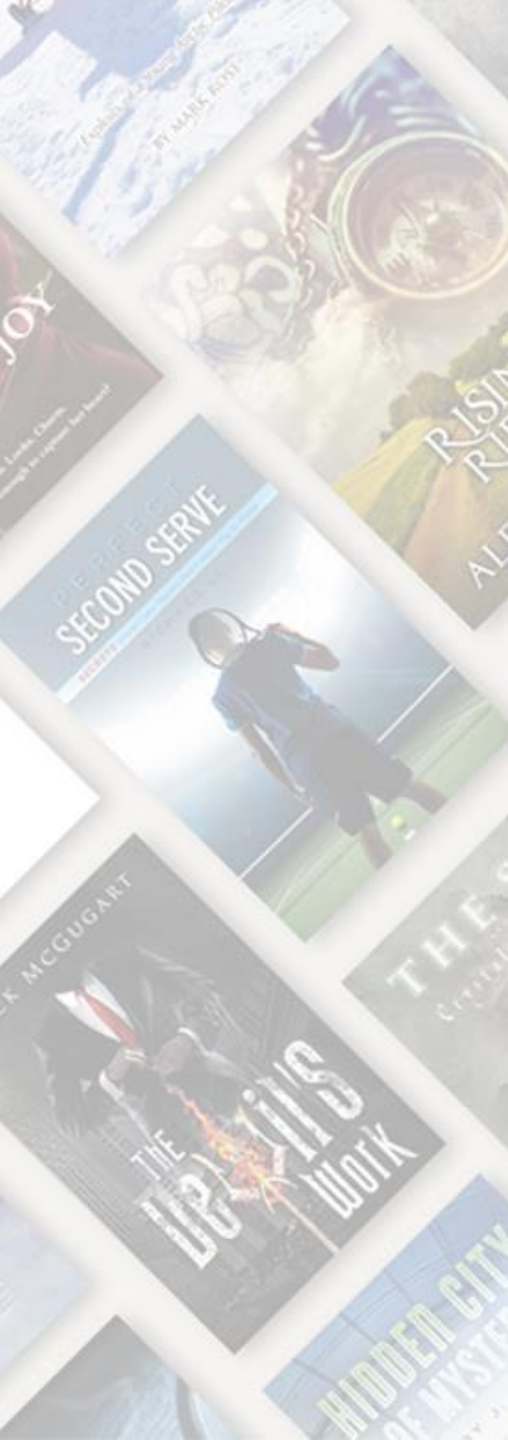
“Rewrite,  
rewrite, and  
rewrite  
your book.

It’s never  
done.”

- Malcom  
Gladwell



Malcolm Gladwell



# Compare editors & what they can do for you

- Content Editors
- Line Editors
- Copy Editors



# Content Editors

Your professional Content Editor reviews in-depth every word, thought, idea, statement, detail, and reference to ensure that it is contributing positively to your document's entire presentation and purpose.

A structural Content Editor provides the most in-depth and detailed editing level available. In short, comprehensive developmental Content Editors transform everyday writers into published authors.



# Line Editors

Your professional Line Editor smooths inconsistent speech, style, and thematic variances to ensure your manuscript achieves a professional level of readability. By adjusting your language tone and usage, they ensure your writing is consistent and appealing to your target audience.

Line Editors remove overused, redundant, or extraneous words as well as run-on sentences. They correct unnatural phrasing or inappropriate transitions to ensure your meaning is clear.

Line Editors make important recommendations for improvement via in-line professional feedback.



## Copy Editors

Your copy editor provides the final technical review of your manuscript. They correct your grammar and fix spelling and punctuation errors.

**STEP THREE:**

**Determine  
Where You Are  
in Your Editing  
Journey**

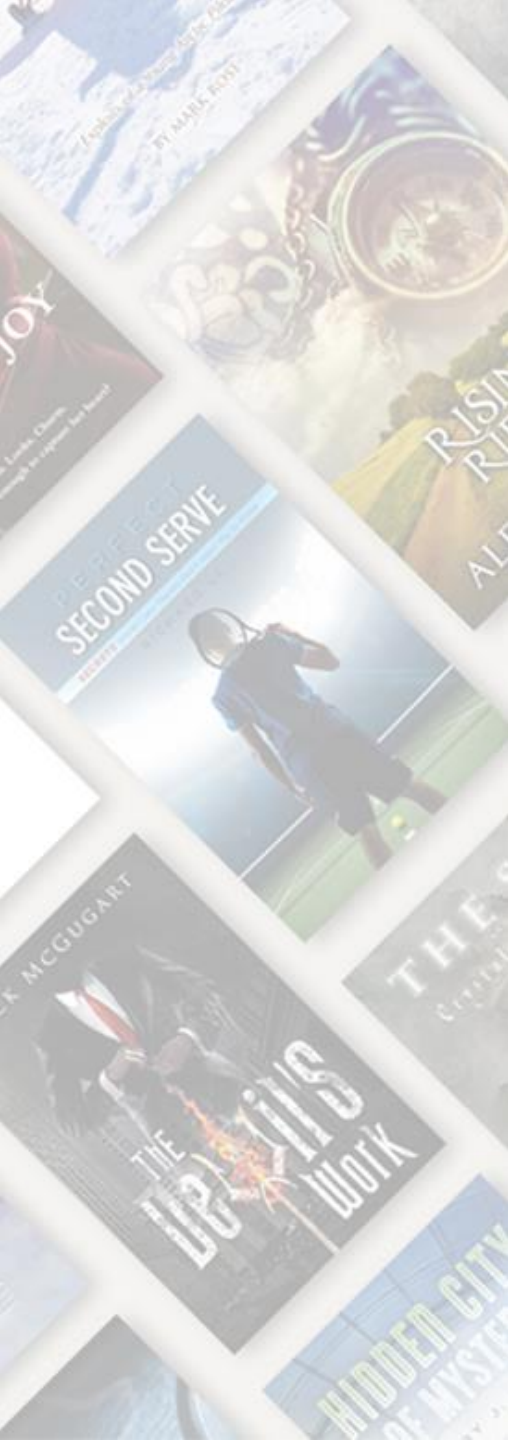






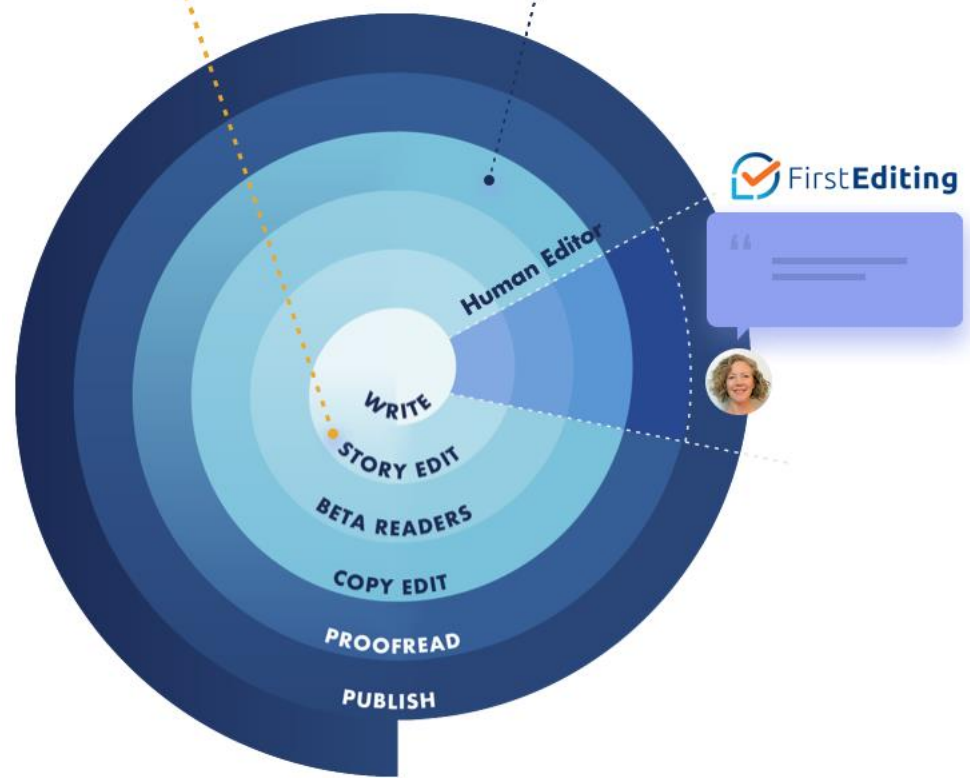
## Determine where you are in Your Editing Journey

- Structure, Outline and Developmental Phase
- Multiple Revisions Phase
- Final Edit Phase
- Formatted and Ready to Proof Phase



 **Fictionary**

 ProWritingAid



[www.FirstEditing.com](http://www.FirstEditing.com)

**STEP FOUR:**

# **Find Someone You Can Trust for Editing**





## You can trust

- a. **Not** your mother or best friend
- b. **Not** your teacher or colleague
- c. **Only** experienced, educated, vetted, professionals



## Your best editor will:

- Show you their professional work
  - TRY BEFORE YOU BUY!
- Give references from previous clients
- Confirm specifically what level of editing you **want**
- Tell you what you **need** and provide no less
- Determine your editing price upfront
- Set a timeline
- Clearly outline what happens **if** you find errors or have questions

**STEP FIVE:**

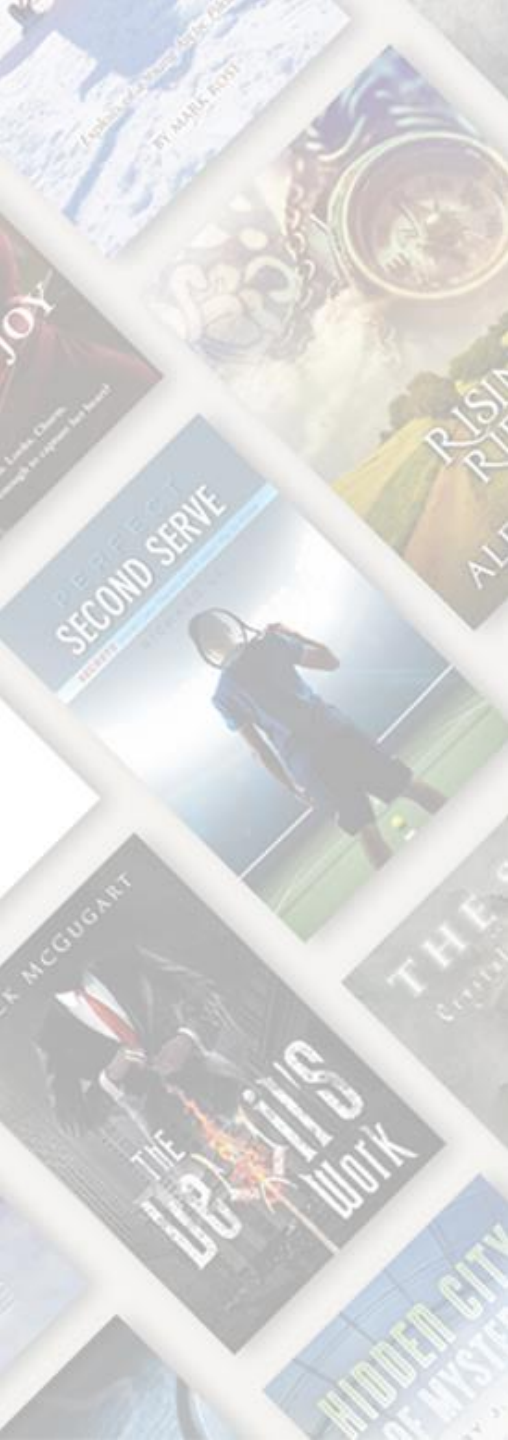
# Determine the Editing Price





## The editing price is based on your

- a. Manuscript's **needs**
- b. Writing **process/phase**
- c. (Author) **desires**



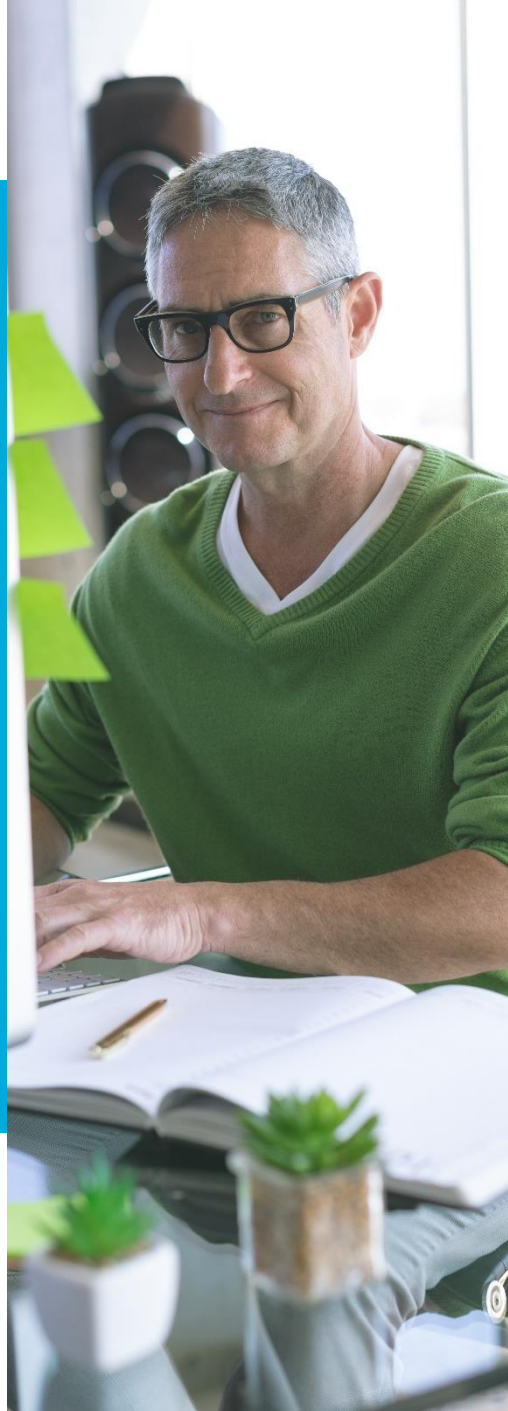
## Compare authors' desires

- Professional Coaching
- Professional Critique
- Professional Revision
- Professional Approval
- Professional Proofread



**STEP SIX:**

# Determine When to Start With a Professional Editor





# Start editing during any of the following:

- When you have a fully-outlined manuscript
- When you have completed your self-editing
- When you have had “enough”
- ALWAYS - Before you publicly share or distribute

**STEP SEVEN:**

# Choose the Editing Services You Need





## Editing services are based upon your:

- Manuscript's **status**
- Writing **needs**
- Author **goals**
- Editor's **recommendation**

**STEP EIGHT:**

**Find Self-Editing  
Assistance / FREE  
HELP Before Hiring  
a Professional**





## You can find editing assistance or free help before hiring a professional

- Online tools - Pro Writing Aid
- Writing groups & beta readers  
- but be careful!
- Books, blogs, and courses online for how to edit

**STEP NINE:**

# Get What Is Necessary





# Professional editing is necessary because it is

- Your investment
- Your “baby”
- Your reputation
- Your first impression
- Your best choice



**STEP TEN:**

# Reach Your Goals





It's all about  
*Becoming*  
a successfully  
published author!

# A Professional Editor

Confirms your manuscript's purpose and fulfills your goals to:



**Tell your story**



**Motivate, inspire,  
educate or entertain  
your reader**



**Establish your  
credibility**



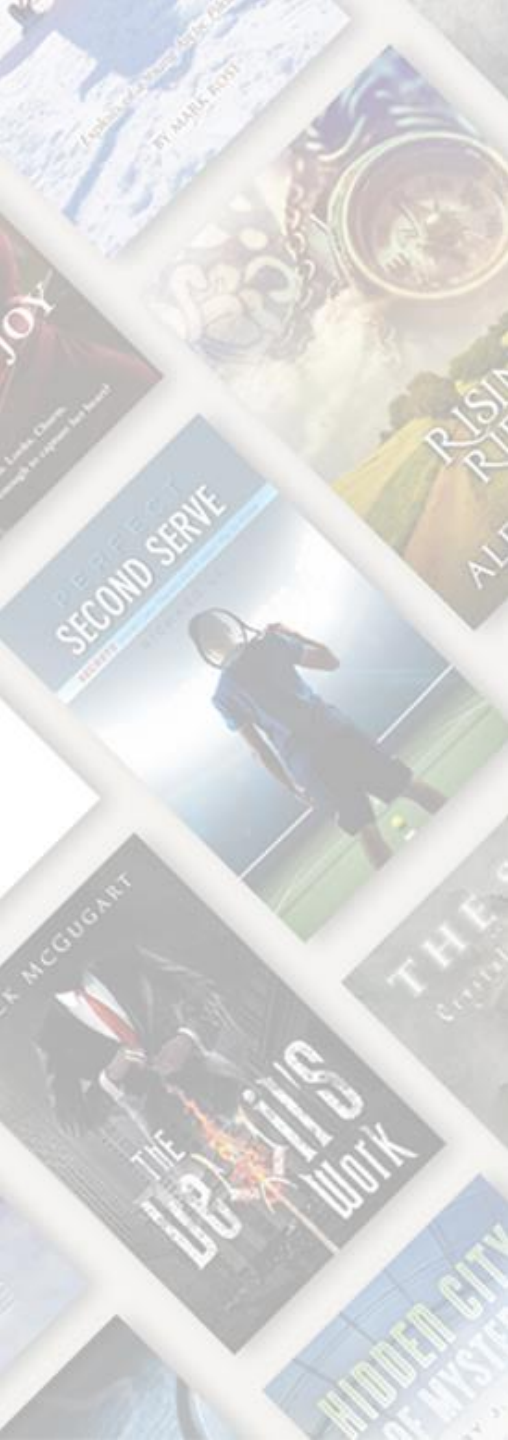
**Fulfill a life goal**



**Become a  
published author**



**Sell books or other  
services**



## Professional Editing:

- Clarifies your voice
- Connects your presentation
- Conveys your story or ideas
- Critiques your skills
- Confirms the strengths of your craft

# First Editing

## - Then Publishing!

# Take Control of Your Self-Editing



ProWritingAid  
Improve your writing

## Self-Editing Software

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

# 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

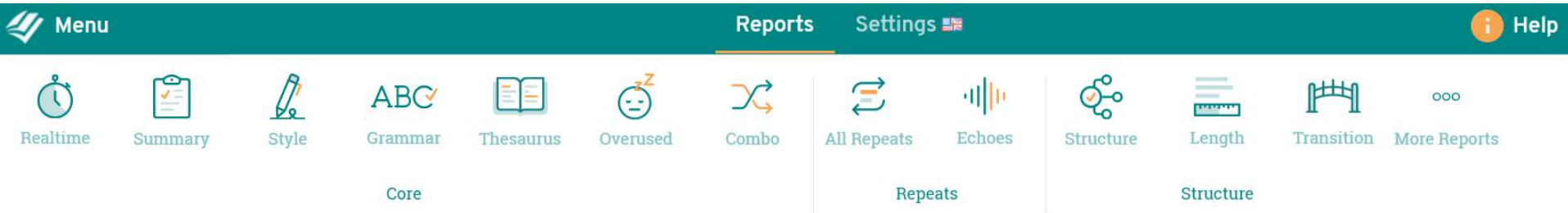
Provides all of the statistics for your document

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



# What makes ProWritingAid different?



Professional editors transform your writing from good to great!

Warm regards,  
JoEllen Nordström  
FirstEditing.com

