



Evaluating Manuscripts

and

Editing at Different Levels

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I. Overview

II. What are clients looking for in an editor?

- A. Experience
- B. Compatibility and trust
- C. Same technology

III. What are the various levels of editing?

- A. Critiquing
- B. Developmental editing
- C. Copyediting
- D. Proofreading

IV. How do you know which level of edit to do when not given clear directions?

V. How can you successfully shift between the different levels for various projects?



VI. A suggested editorial process

- A. Contracts
- B. Macros
- C. Initial setup
- D. Steps in editing the manuscript
- E. Communication

VII. Resources

VIII. What are the rules of editing?

IX. What should you focus on when dealing with a tight deadline?

- A. Content
- B. Typos
- C. Grammar
- D. Format
- E. Style