

# Contents

Preface	vii
Chapter 1 Editing: Where Do You Begin?	1
Knowing Your Goals	2
Knowing Your Constraints	7
Chapter 2 When the Pencils Are Blue	11
Editing for Content	12
Editing for Style	17
Editing for Form	26
Chapter 3 When the Rules Are Gray	32
Gray with Respect to Time	35
Gray with Respect to Position	37
Gray with Respect to Person	38
Chapter 4 Common Types of Edits	43
Writing a Review	45
Performing a Copyedit on Paper	50
Performing a Copyedit Online	53
Proofreading	55
Chapter 5 Reducing the Friction of Editing	64
Agreeing upon the Constraints	66
Recognizing Your Own Idiosyncrasies	68
Keeping the Writing on Schedule	70
Providing Spoken and Written Feedback	73
Chapter 6 Editing: The Big Picture	78
At What Writing Stages Should Editing Occur?	80
Who Shall Edit First and Who Shall Edit Last?	82
What Role Should Each Editor Play?	87
Appendix One Hundred Problems of Style	91

<b>Glossary of Editing Terms</b>	<b>143</b>
<b>References</b>	<b>151</b>
<b>Index</b>	<b>153</b>