



Editing for Writers

By Rew, Lois Johnson

Longman, 1998. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: I. THE EDITING PROCESS AND THE EDITING PROFESSION. 1. Introduction to the Editing Process. 2. Levels of Editing. 3. Editor-Author Relationships. 4. Working as an Editor. II. SENTENCE-LEVEL EDITING. 5. Style, Sentence-Level Editing, and Editing Marks. 6. Final Editing or Proofreading. 7. Editing Copy and Constructing Style Sheets. 8. Capitalization, Spelling, Numbers, and Document Style. 9. A Review of Basic Grammar. 10. Punctuating Sentence Types. 11. Punctuating Within Sentences. 12. Choosing the Right Words. 13. Building Effective Sentences. III. DOCUMENT EDITING. 14. Developmental and Organizational Editing. 15. Graphics Editing. 16. Document Design. 17. Access Aids in Print and Online Documentation. 18. Editing Online Documentation. 19. International and Intercultural Issues for Editors. Glossary. Appendix. Index.



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