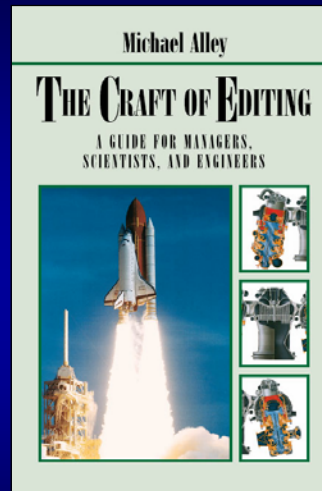


The Craft of Editing

Editing isn't a cosmetic process. It's a thinking process.

Richard Rhodes, author
Making of the Atomic Bomb



Although editing is a large subject, we will focus on the editing that occurs in the sign-off process

Editing documents:
Reviewing
Line editing
Online editing
Proofreading

Reducing friction:
Actions by authors
Actions by editors



Before editing someone's document, you should first consider your constraints

Audience of Document

Format of Document

Process to Publish Document

Formality of Document

Other Editors of Document

Politics and Ethics



Three aspects of the writing affect the way that editors assess documents

Content

Style

Form



Editing for content involves deciding what message to send

Is the content correct?

Is the content appropriate?

Is the content complete?



Editing for style involves deciding how to communicate the message

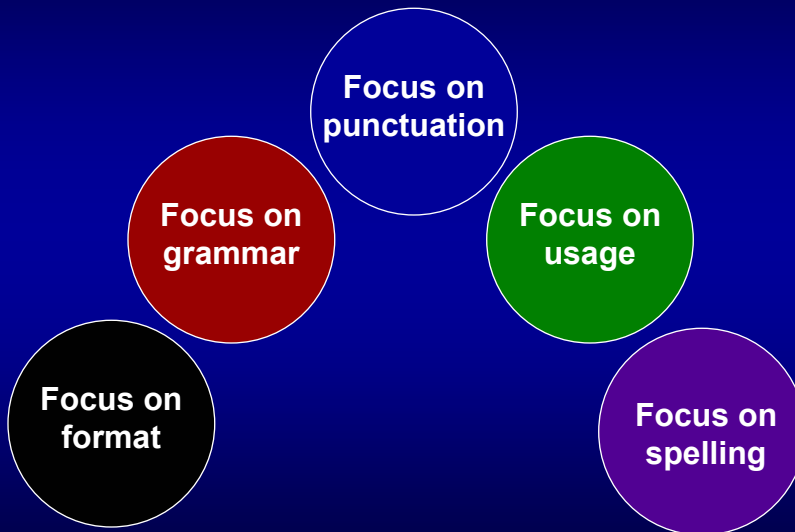
Focus on structure

Focus on language

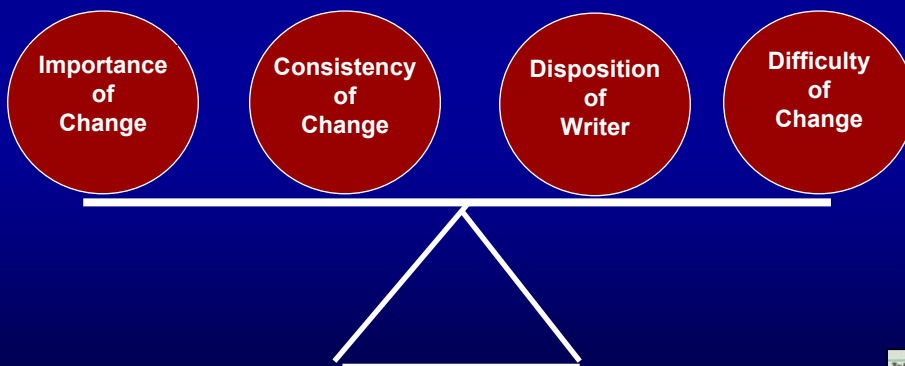
Focus on illustration



Editing for form concerns whether the communication is properly presented



What variables determine how much change you make?



**A well-done edit has three characteristics:
clarity, consistency, and hierarchy**

clarity

deletee

consistency

effect
effect
effect
affect e

hierarchy

most
important

next most
important

least
important



**One convention is to circle comments,
but not added words or letters**

Last year, city engineers ~~came up with~~ a
plan ~~to address~~ the tetrachloroethane-
contaminated soil required to be
excavated for planned thoroughfare
construction ~~that~~ will occur within
right-of-way adjacent to Building 1817,
which houses the Genetics Laboratory.

*devised
for*

sentence too long

This construction / #the

*au**

**au: are you implying that Chem E contaminated
the soil?*



Reducing the friction between editors and authors calls for action on both sides

Authors

- Identifying constraints
- Submitting outlines early
- Allotting time for editors
- Mulling over criticisms

Editors

- Identifying pet peeves
- Negotiating gray areas
- Establishing boundaries
- Controlling tone
- Understanding authors



Pet peeves are those rules that you enforce more strictly than other editors do

naked “this”—avoid

bureaucratic nouns—avoid

“however” to join two independent clauses—avoid

series comma—use

exclamation point—avoid



When editing someone's writing, consider tone

