



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.

DOWNLOAD



READ ONLINE

[8.28 MB]

Reviews

This pdf may be really worth a read, and superior to other. It generally does not price too much. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Dylan Schaden

It in a of the most popular publication. It really is filled with knowledge and wisdom Its been designed in an exceedingly straightforward way and it is merely soon after i finished reading this pdf by which actually transformed me, affect the way in my opinion.

-- Gerardo Rath