

Procedures: Einsohn 1-2 and CBD's experience

Specifically mentioned:

- 1) Mechanical editing
- 2) Correlating parts
- 3) Language editing
- 4) Content editing
- 5) Permissions
- 6) Typesetting

Multipass process for most editing:

1. Get sense of assignment and inventory materials
 - a) Is everything there?
 - b) If computer, check all files, make backups
 - c) Make copies
2. Quick skim of MS for evaluation
 - a) What are criteria?
3. Establish LoE if not given
 - a) light, medium, heavy for now; later substantive
4. First editing pass
 - a) Slower, pay more attention, look stuff up
 - b) Develop style sheet and/or consult style manual as needed
 - c) Mark changes as needed (standard marks? procedure?)
 - d) Write queries to writer as needed (procedure?)
5. Grammar (sub-procedure of first pass)
 - a) Apply evaluation of context
 - b) Terminological work
 - c) Look for mistakes that are inarguably wrong
 - d) Address things which are arguably OK
6. Something else (sub-procedure of first pass)
 - a)
7. Second editing pass
 - a) Check for
 - b) Ensure no errors were introduced in first pass
8. If tables, charts, and illustrations are included: additional pass for those
9. Pass MS to author for checking ADD DETAILS
10. Clean up MS before sending to publisher ADD DETAILS

Editorial triage and estimating processes: (See 19-21 and 21-23 for these.)

Implied:

- ✓ May need to do things we “don’t” do:
 - Proofreading
 - Substantive editing
 - Developmental editing
 - Visual design and organization
- ✓ Questions to ask:
 - Decide level of edit necessary
 - Communicate with writer
 - Evaluate the audience
 - Determine editorial style to be used
 - Administration details