

Self-Editing for Publication— Writing Like an Editor

By Susan Diamond Riley

Be the Editors: Always Deliver Clean Projects

Acquisitions Editor—Selects which pieces to publish.

Developmental Editor—Guides author through “macro” revisions.

Copyeditor—Performs “micro” (line edit) revisions.

Proofreader—Ensures that pages are ready to print.

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- Before self-editing:
1. **REST** your project.
 2. **LISTEN** to your project.
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Self-Editing Checklist

STEP 1: Acquisitions Editor

- Requested materials
- Appropriate theme/genre
- Compelling setting & characters
- Clear plot direction

STEP 2: Developmental Editor

- Effective structure/story arc
- No needless words or info
- Infrequent use of adjectives/adverbs
- Consistent point of view & verb tense

STEP 3: Copyeditor

- Spell check
- Correct grammar & punctuation
- Consistent use of names/times/etc.

STEP 4: Proofreader

- No typos
- Acceptable formatting
- “Second set of eyes”

STEP 5: Submit your best work with confidence!