

## Nina Shoroplova's Coaching and Editorial Services

How exciting it is to contemplate moving along the path from writer, researcher, or blogger to author, to contemplate holding your own book in your hands or viewing it on a tablet or reader. You can do it! It is a real possibility. I have faith in you.

And I know authorship is a long and sometimes discouraging journey—I've done it four times—which is why I would be honoured to be by your side as you make this challenging journey.

Contact me if you would like to work with me as either your book coach, your book editor, your proofreader, and/or your production editor, and if you have any questions: [NinaShoroplova@gmail.com](mailto:NinaShoroplova@gmail.com).

**Coaching Service:** If we agree to work together with me as your book coach to assist you to complete the first draft of your manuscript (MS), we will set up weekly, twice-monthly, or monthly calls (telephone or Skype or Zoon) in a schedule that will meet your writing habits. This will enable you to complete your first draft. I also have materials, including "The Life Review Question Tree" that can get you started.

**Editing Services:** Below, I describe my editing process in clear steps, in long form and in a table format. If you hire me as your editor, our journey together begins after you—the author—have written your MS and emailed it as an MS Word file attachment to me at [NinaShoroplova@gmail.com](mailto:NinaShoroplova@gmail.com). We will communicate with each other about the MS through MS Word's track change feature so that both you and I can see the changes we make. I will also make suggestions and queries using comment boxes.

**Proofreading Service:** If you hire someone else to edit your MS, I will happily provide proofreading services. See the description of this process below. If you hire me as your editor, I can hire a proofreader to proofread your manuscript after editing is complete.

**Production Editing Services:** I also offer production editing services for when your MS has been typeset. See the description of this process below.

**Differences among 1) Structural Editing, 2) Substantive and Stylistic Editing,  
3) Copy Editing, 4) Proofreading, and 5) Production Editing**

**1) Structural Editing a.k.a. Developmental Editing**

- a. identifying duplication within story
- b. identifying gaps
- c. identifying improved order presentation

**2) Substantive Editing (a.k.a. Content Editing) and Stylistic Editing**

- a. checking every fact presented, for example
  - i. accurate geographic information
  - ii. accurate date information
  - iii. accurate URLs
  - iv. accurate book titles and author names that are referenced
  - v. accurate quotes
- b. deciding with the author how to present the source of quotes
- c. discussing with the author about whether or not to create a bibliography, a list of recommended resources, footnotes, etc.
- d. smoothing out the MS by clarifying meaning, refining the language, and ensuring that the story flows
- e. and more

**3) Copy Editing**

- a. considering heading levels
- b. considering forms of emphasis and the correct use of italics
- c. deciding on Canadian, American, or UK spelling and conventions
- d. pluralizing words accurately
- e. correcting grammar

- f. correcting and creating consistency with punctuation
- g. smoothing out sentence structure
- h. ensuring mechanical and stylistic consistency
- i. inserting typesetting comments for typesetter

#### **4) Proofreading**

- a. identifying errors not caught during copy editing
  - i. removing unnecessary words (duplications and typographical errors)
  - ii. pointing out missing words
  - iii. pointing out missing logic or gaps in logic
  - iv. identifying repetition
- b. adding typesetting notes that have been missed

#### **5) Production Editing**

In the case of an author deciding to self-publish, Nina can also offer production editing services. This step comes in once the MS has been typeset by the author's self-publishing house (e.g. Influence Publishing, Friesen Press, Xulon Press). This process is similar to proofreading, but it is at the typeset stage when the MS is a pdf.

- a. Second proofreading
  - i. to compare the typeset word-for-word with the MS
  - ii. to ensure every single word has been typeset
  - iii. to look for orphans and widows
  - iv. to ensure heading levels have been adhered to consistently
  - v. to ensure photographs have appropriate captions, and
  - vi. to notice any other anomalies
- b. Proofreading follow-up typesets until the document is perfect.

Think of the manuscript (MS) as a tennis ball—it is in only one place at any one time.
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<p>1a)</p> <p>Nina turns on track changes, reads entire MS, adds comments, corrects spelling to Canadian English (unless otherwise agreed to use US or UK), and phones and sends an email returning the MS giving the author structural editing advice.</p>	<p>1b)</p> <p>While waiting for MS to come back from Nina, author approaches every person whom she has quoted in MS for permission to use their quote.</p> <p>Once Nina's email arrives, author revises MS, adds reply comments, and returns MS to Nina.</p>
<p>2a)</p> <p>Nina starts substantive editing, stylistic editing, copy editing, and formatting.</p> <p>Sends MS to author.</p>	<p>2b)</p> <p>Author responds to Nina's 2a) work; and returns MS to Nina</p> <p>Meanwhile, author decides on and lists typeset style preferences; prepares any illustrations and photos; writes book synopsis, back cover headliner, biography, and sales pitch material; seeks testimonials and foreword.</p>
<p>3a)</p> <p>Nina completes substantive and copy editing processes, formatting, and inserting all typesetting comments.</p> <p>She incorporates testimonials, foreword, contents page, &amp; biographical material into MS.</p> <p>Sends MS to author.</p>	<p>3b)</p> <p>Author responds to substantive and copy editing.</p> <p>Author returns MS to Nina.</p>
<p>4a)</p> <p>Nina takes final look for any outstanding items. If there are none, she sends MS to proofreader.</p>	<p>4b)</p> <p>Proofreader makes suggestions and returns to Nina.</p>
<p>5a)</p> <p>Nina goes through proofreader's suggestions and sends to author.</p>	<p>5b)</p> <p>Author approves MS and sends to typesetter.</p>
<p>6</p> <p>Typesetter sends pdf of book to author to follow through with typesetting preferences. Author sends corrections to typesetter until typeset is error free. Author approves, signs a no-more-changes form, and emails back to typesetter.</p>	
<p>7</p> <p>Typesetter sends typeset to printer. Printer sends books to author.</p>	

## **More Details**

**PC versus Mac:** The author's manuscript (MS) needs to be in one MS Word document, ideally using a PC, as problems can arise when the MS is sent back and forth between a PC and a Mac.

**Only One Manuscript:** The editing process requires that an author's manuscript be treated like a tennis ball—when Nina has it, the author may not make any changes to it; when the author has it, Nina will not make any changes to it. Nina will save the MS with a unique name, for instance, the date and shortened book and author name, 20170801\_TrustMystery\_NS.docx. When the author makes changes, she will save it with a new date name, e.g. 20170802\_TrustMystery\_NS.docx.

Though the MS will go back and forth between Nina and the author at least three times, most MSs take four rallies back and forth; some take many more. Nina approaches editing as an organic process so that the steps from 2a) on will not necessarily be accomplished in the order given. The list of steps just shows everything that will be accomplished by the end of the editing process.

**Formatting:** Except for differentiating headings and bullet points, the author is advised to use one font (e.g. Times New Roman) and one font size (e.g. 12 point) throughout the document, with 1.5 line spacing and indented paragraphs. Ensure that there are no double spacings or double paragraph returns throughout. Exchange nonbreaking spaces with regular spaces; exchange manual line breaks with paragraph breaks. New chapters begin on new pages. Author can include an MS-generated Table of Contents (first using heading styles, compile ToC at References -> Table of Contents). At the typesetting stage, Nina will create a separate document with this ToC to be inserted separately into the final book.

Authors who are sufficiently familiar with MS Word can accomplish the formatting themselves. If they are less familiar, Nina will carry out these steps. Along the way, Nina will insert further formatting steps to prepare for typesetting.

**Permissions for Any Quotes:** It is essential that the author understands his responsibilities under 1b) about securing quote permissions as early as possible in the writing process to ensure he has the time to get necessary permissions for quoting/using other people's words in his book. The use of someone else's words without their expressed permission comprises plagiarism. Some Rights and Permissions Departments of the bigger publishing houses require up to eight weeks before even looking at an author's permission request. The author is unlikely to get permission to quote parts of poems or song lyrics without paying and adhering to restrictions.

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**Fees:** If you are interested in hiring me for any of my editing and coaching services, please contact me at [NinaShoroplova@gmail.com](mailto:NinaShoroplova@gmail.com) for my current industry-competitive fees. I look forward to working with you.

Nina Shoroplova

author, book editor, and book-writing coach

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