

Nina Shoroplova's 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! If you've imagined it, it can happen. It is a real possibility. I have faith in you.

And I know authorship can be long and sometimes discouraging—I'm on my fourth such endeavour—which is why I would be honoured to be by your side as you make this ultimately rewarding journey.

Contact me if you would like to work with me as either your editor or your proofreader for your book, ebook, or PDF. If you have any questions, email me at NinaShoroplova@gmail.com.

Editing Services: I describe my editing process below 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 entire manuscript and emailed it to me at NinaShoroplova@gmail.com as an MS Word file attachment. I will ask you to fill out a manuscript synopsis form. Then, we will discuss your project via a Zoom session. We will communicate with each other via email and through MS Word's track change feature so you and I can both 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 manuscript, I will happily provide proofreading services once the book's layout is established. See more below. If you hire me as your editor, I can recommend a proofreader for your manuscript.



**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 the story
- b. identifying gaps
- c. identifying illogical story order

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, glossary
- 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

This step comes in once the layout for the manuscript has been established. The manuscript is presented as a PDF.

- a. proofreading
 - i. comparing the typeset word-for-word with the manuscript
 - ii. ensuring every single word has been typeset
 - iii. looking for orphans, widows, and undesirable hyphenations
 - iv. ensuring heading levels have been adhered to consistently
 - v. ensuring photographs have pertinent captions and set well on the page,
 - vi. to notice any other anomalies
- b. 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
- c. 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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Table Showing the Editing Process

<p>Nina meets with the client in person, on Zoom, Skype, or FaceTime, or by phone to discuss the project</p>	
<p>1a) Nina turns on track changes, reads entire manuscript (MS), adds comments, corrects spelling to the English to be used (Canadian, US, or UK), and sends an email returning the MS giving the author structural editing advice.</p>	<p>1b) While waiting for MS to come back from Nina, author approaches every person quoted in the MS for permission to use their quote. Once Nina’s email arrives, author revises MS, adds reply comments, and returns MS to Nina.</p>
<p>2a) Nina starts substantive editing, stylistic editing, copy editing, and formatting. Sends MS to author.</p>	<p>2b) Author responds to Nina’s 2a) work; and returns MS to Nina Meanwhile, author decides on publication plans and 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) Nina completes substantive and copy editing processes, and formatting. She incorporates testimonials, foreword, contents page, & biographical material into MS. Sends MS to author.</p>	<p>3b) Author responds to substantive and copy editing. Author returns MS to Nina.</p>
<p>4a) Nina takes final look for any outstanding items.</p>	<p>4b) Author approves MS. The layout for the MS is designed It is sent to an outside proofreader who returns it to Nina for final approval.</p>
<p>5a) Nina goes through proofreader’s suggestions and sends to author.</p>	<p>5b) Author approves MS, which is now ready for sending to an agent, or for self-publishing as an ebook or PDF Two final files may be needed, one for ebook and another for paperback</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 sometimes arise when the MS is sent back and forth between a PC and a Mac. Nina only edits on MS Word, not on Google Docs or Apple's Notes.

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 title and author name, 20200225_EMPOWER_Inner_Author_NS.docx. When the author makes changes, he or she will need to save it with a new date name, e.g. 20200225_v2_EMPOWER_Inner_Author_NS.docx or 20200301_EMPOWER_Inner_Author_NS.docx.

Though the MS will go back and forth between Nina and the author at least three times, mostly the editing process takes four rallies back and forth; some take many more. Nina approaches editing as an organic process so that the steps from 2a) on will probably not 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).

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.

The MS of a book that will become a print book requires one style of preparation. A book that will become an ebook requires another style of preparation. A book that will become a PDF requires yet another style of preparation.

Permissions for Any Quotes: It is essential that the author understands his responsibilities regarding 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 a poem or song lyrics without paying and adhering to restrictions.

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**Rates:** If you are interested in hiring me for any of my editing and proofreading services,



please contact me at [NinaShoroplova@gmail.com](mailto:NinaShoroplova@gmail.com) for my current industry-competitive rates. I look forward to working with you.

Nina Shoroplova

author & book editor

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