



Nina Shoroplova's Services as a Book Editor

How exciting it is to contemplate moving along the path from writer, researcher, journalist, and/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.

I know authorship can be long and sometimes discouraging, which is why I would be honoured to be by your side as you make this ultimately rewarding journey. I have taken this author journey six times, having started during the days of typewriters, carbon paper, and physical typesetting, so I've seen a lot of change, and it's all good.

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 detail in a long form and again in a table format. If you hire me as your editor, our journey together begins after you—the author—have written your entire manuscript in what you consider is its final draft and emailed it to me at NinaShoroplova@gmail.com as one MS Word file attachment.

I only work in MS Word; not in Google docs or any other program.

My first aim in editing your book is to make it flow and be coherent with clarity and integrity, cognizant of current trends, respectful, and unique. I will make sure it is not repetitive, it does not assume part of its story, and the story is in the best order for the reader. During that process, I will notice whether it might plagiaristic, libellous, or defamatory.

My ultimate aim is to prepare it for the next stage in the book's publishing journey, whether that is a proofread, indexing, a layout design (usually in a software program called InDesign), or further formatting for EPUB publishing or PDF creation.

I will ask you to fill out a **manuscript synopsis form**, which gives me a good idea of the style of book you are creating. Then, we may 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 directly on your MS Word manuscript.

I will also turn on **Track Changes** (under Review -> Tracking) and Navigation Pane (under View -> Show) and I turn on Show/Hide (under Home -> Paragraph -> ¶) so I can see what is going on. Once I know whether the document will be using Canadian, US, or UK spelling and conventions, I will be looking for misspellings and more than one spelling of the same word. I will notice the conventions being used (such as metric versus imperial).

Think of the manuscript file as though it were a tennis ball—
it is in only one place at any one time.

Proofreading Service: If you hire someone else to edit your manuscript, I will happily provide proofreading services once the book's layout is established, and sometimes before. 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 in the story
- c. identifying illogical story order
- d. suggesting improvements in the order of the story's 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, glossary
 - d. smoothing out the manuscript by clarifying meaning, refining the language, and ensuring that the story flows
 - e. and more

3) Copy Editing (a.k.a. Line 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 layout comments for layout designer

4) Proofreading

This step takes place 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, graphic, caption, and so on are included
 - iii. looking for orphans, widows, and undesirable hyphenations
 - iv. ensuring heading levels have been adhered to consistently
 - v. ensuring photographs have pertinent captions and are set well on the page,
 - vi. noticing 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 subsequent PDF proofs of the layout until the document is perfect

Table Showing the Editing Process

| The client and I will discuss the project in person, on Zoom, Skype, FaceTime, or by phone | |
|---|---|
| What I do | What the client does |
| <p>1a)</p> <p>I turn on track changes, read the entire manuscript, add comments, correct spelling to the English to be used (Canadian, US, or UK), and return the manuscript by email, giving the author structural editing advice.</p> | <p>1b)</p> <p>While waiting for manuscript to come back from Nina, author approaches every person quoted for permission to use their quote.</p> <p>Once Nina's email arrives, author revises manuscript, adds reply comments, and returns manuscript to Nina.</p> |



| What I do | What the client does |
|--|---|
| <p>2a)</p> <p>I start substantive editing, stylistic editing, copy editing, and formatting.</p> <p>I send manuscript to author.</p> | <p>2b)</p> <p>Author responds to Nina's 2a) work; and returns manuscript to Nina</p> <p>Meanwhile, author creates copyright page (securing ISBNs, BISAC codes, and more); decides on publication plans and typeset style preferences;</p> <p>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>I complete substantive and copy editing processes, and formatting.</p> <p>I incorporate testimonials, foreword, contents page, copyright information, and biographical material into manuscript.</p> <p>I send manuscript to author.</p> | <p>3b)</p> <p>Author responds to substantive and copy editing.</p> <p>Author returns manuscript to Nina.</p> |
| <p>4a)</p> <p>I look finally for any outstanding items.</p> | <p>4b)</p> <p>Author approves manuscript.</p> <p>The layout for the manuscript is designed with complete guidance from the author.</p> |
| <p>A layout designer pours the manuscript into InDesign, the industry-standard layout designing software application. This is the stage at which illustrations can be added. The output is a PDF.</p> | |
| <p>5a)</p> <p>With most less complex subjects, I am able to proofread the PDF, looking for consistency, accuracy in styles; content of headers, footers, folios; and overall design.</p> <p>With more complex subjects, the manuscript will be sent to an outside proofreader who returns it to me for final approval.</p> | <p>Each time the PDF of the layout design is updated with changes, the author must had his or her changes and approval.</p> <p>Two final files may be needed, one for ebook and another for paperback.</p> |



More Details

PC versus Mac: The author's manuscript needs to be in one MS Word document, ideally using a PC, as problems sometimes arise when the .docx is sent back and forth between a PC and a Mac. I only edit in 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 I have it, the author may not make any changes to it; when the author has it, I will not make any changes to it. I will save the file with a unique name, for instance, the date and shortened book title and author name, 20200523_EMPOWER_Inner_Author_NGMS.docx. When the author makes changes, he or she will need to save it with a new date name, e.g. 20200523_v2_EMPOWER_Inner_Author_NGMS.docx or 20200525_EMPOWER_Inner_Author_NGMS.docx.

Though the manuscript will go back and forth between the author and me at least three times, mostly the editing process takes four rallies back and forth; some take many more. I approach 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 spaces 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 Word-generated Table of Contents (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, I will carry out these steps. Along the



way, I will insert further formatting steps to prepare the file for layout design. Here are the details: I use **MS Word's features** such as Styles, Paragraph, and Find and Replace (under Home) to reformat the text throughout so that it is clean. However, it is important for the author to know our aim is to get the words correct rather than the layout; correct layout is accomplished by the layout designer.

This is what simple formatting accomplishes in a book manuscript:

- no extra paragraph returns, no unnecessary page breaks, no double spaces
- a 12 point serif font for body text—serifs are the little lines at the top and bottom of letters that keep the reader's eye moving along the page
(I prefer to work in Times New Roman for body text, but if you have already used Georgia or Palatino Linotype, I can work in those as well. This document is in Palatino Linotype.)
- line spacing of 1.5
- every first paragraph after every heading will be flush left
- every subsequent paragraph will be indented
- headings will be bigger than the body text and in a sans serif font (no little lines at the top and bottom of letters)
- these headings will vary in size, position, roman or *italic*, and bolded from one level to the next, with the top level headings being larger, bolder, and more central than the lower level headings
- bullets will be consistently indented
- some lists will benefit from alphabetizing
- some back matter (such as glossaries, appendices, bibliography) will benefit from being alphabetized (consistently such as by surname or first word) and in hanging paragraphs

The manuscript 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.

Rates

If you are interested in hiring me for my editing and proofreading services, please contact me at NinaShoroplova@gmail.com for my current industry-competitive rates. I look forward to working with you.

Nina Shoroplova

author & book editor

ninashoroplova.ca/wp/

facebook.com/AuthorNinaShoroplova/

NinaShoroplova@gmail.com

