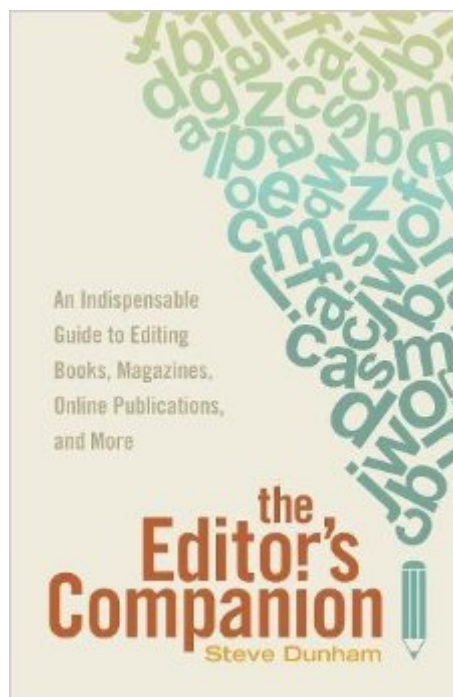




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# **The Editor's Companion: An Indispensable Guide To Editing Books, Magazines, Online Publications, And More**



## Synopsis

Excel at editing! The editor's job encompasses much more than correcting commas and catching typos. Your chief mission is to help writers communicate effectively--which is no small feat. Whether you edit books, magazines, newspapers, or online publications, your ability to develop clear, concise, and focused writing is the key to your success. The Editor's Companion is an invaluable guide to honing your editing skills. You'll learn about editing for: **CONTENT**: Analyze and develop writing that is appealing and appropriate for the intended audience. **FOCUS**: Ensure strong beginnings and satisfying endings, and stick with one subject at a time. **PRECISE LANGUAGE**: Choose the right words, the right voice, and the right tense for every piece. **GRAMMAR**: Recognize common mistakes in punctuation, parts of speech, and sentence structure--and learn how to avoid them. You'll also find valuable editing resources and checklists, advice on editorial relationships and workflow, and real-life samples of editing with explanations of what was changed and why. The Editor's Companion provides the tools you need to pursue high quality in editing, writing, and publishing--every piece, every time.

## Book Information

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## Customer Reviews

Steve Dunham has been writing and editing professionally for more than three decades. He has written for newspapers and magazines, and he has edited journals, books, newsletters, and other media. He has taught short classes in copyediting, publications quality control, and other topics.

7.5/10 This is a basic introduction to editing, no matter you are a beginner editor, a peer-reviewer or

just want to edit your own texts. One expects the book of a professional editor to be good, easy to understand, and well organised, and, generally speaking, this is the case. Although many of the things Dunham recommends are a bit too obvious (especially if writing is part of your job or just your job) they should never be forgotten. At times, it is painful seeing academics doing the sort of mistakes that Dunham mentions in this book. Actually, these are some of the mistakes I do make while writing for work, or writing a review. The book is clearly written, without any pomposity or technical jargon. A priori, I thought this would be a dry book, but I found it to be not only useful and practical, but an enjoyable light reading as well. The chapter I find most interesting and useful is chapter 9 (The Editor's Tools), which not only provides us with a commented bibliography and list of online resources, but also an example of check-list. I also enjoyed Dunham's comments on the relationship with editors and authors in chapter 9, which are great to level your head when correcting somebody else's work, something that I find difficult because I get exasperated by some people's "crappola". And also all his comments on the use of Wikipedia. Some of his comments on common grammatical and orthographical mistakes are spot on and very easy to understand, therefore, very useful. I also like some of the explanations Dunham gives about confusing (fusing) words. I noticed that, while he explains the rule on how to use brackets, for example, he says it in a way in which brackets are used and incorporated into the explanation without the need of any example. Cool, even tubular ;) The examples Dunham uses come from different mediums (newspapers, Government reports, novels and monographs, among others) and show, not only that there are too many crappy texts out there, but also that a good editor can morph an ugly text into something correct, intelligible and even elegant. On that regard, chapters 9 (Samples of Editing) and 10 (The ones that got away) are especially entertaining and self-explanatory. Yes, editing is the make-up artistry of the language -- It turns anything average into a beautiful looking thing. I find great that a professional editor reminds us that spell-checking is not a sin, or something just for foreigners. The end-noting system is great, very academic, and it is perfectly linked back and forward in the Kindle edition. EDITING THE EDITOR The book examines and includes all types of editing. You will find similar challenges and methodical approach to editing any type of text. However, editing for a newspaper, or for an academic journal or the Government are intrinsically different as they target different readers, and they do so in different ways regarding language used and length and depth of the text. You cannot expect the general reader to understand technical stuff, but you expect academics working on a given discipline to deal easily with it. So, I would have liked a chapter devoted to the challenges that different publications and texts demand from the editor, and the way editors face them. Some of the explanations about punctuation were just

sketched, too general, and not clear enough, for example, the use of Em and En dashes. I would have placed chapter 9 after chapter 10, included some of the subjects mentioned in the appendix in chapter 10 and enlarge them, and offer a separate bibliography and resources section. Besides, the bibliography mentioned is a bit old. Even though the books are classics, or manuals that any editor should have, there must be most updated improved editions., And why not including some other specialised books? I found odd that the pages of some articles mentioned in the endnotes have no pages mentioned. They come from newspapers and other periodical publications. I was taught, that even when the article comes from a newspaper, you provide the reader with the page where the article is found. There must be a reason why pages are not mentioned with those articles. Were they retrieved online? Is there an rule about this that professional editors follow? Now, how much quoting is too much? Well... too many quotes are always too much. Elements of Style and Words into Type are mentioned ad nauseam, so I ended wondering, if these books are so great, why bothering writing anything else? Dunham is a professional experienced editor, so I wanted to hear his voice loud and distinctly clear, even if he shares the same opinions and approaches to work with other editors. In fact, Dunham shines when he does so, when he is his own self, and speaks from his own experience without paraphrasing or quoting anybody. Most of the grammar elements and common mistakes he discusses in his book are great, but we can find that sort of information in any basic grammar book, like Practical English Usage or a Practical English Grammar, just to mention two examples of exhaustive reliable books coming from Oxford University. However, I missed a chapter on footnoting or endnoting; too many writers and academics do not use notes properly, they do not know where to place them, or what sort of information to include in them. The same can be said of creating indexes, bibliography and glossaries, or your own style sheet. Said differently, how would an editor approach endnotes, footnotes, bibliography, indexes and glossaries in a given text? How to edit those? IN SHORT I found the reading good and entertaining, and, as a first good approach to editing, a great book with plenty of useful items of advice. I was expecting an ABC of editing, but for that you have to go elsewhere.

I agree with the 5-star ratings and comments given for Steve Dunham's "The Editor's Companion: An Indispensable Guide to Editing Books, Magazines, Online Publications, and More." I do not know what more I can add other than giving my own 5-star rating. I like the book because it is presented in an easy-to-understand way. Also, I like how Dunham includes the wisdom of the editors that he knows. The "look inside" should give the buyer a good idea of the book layout. I found the book well designed--not crammed with information. Dunham provides good leads to additional resources on

editing.

I am trying to further my abilities and this book gives amazing examples, when I had added this book to my cart it was accompanied by at least \$300 worth of other books in the like, I think there were 20 some odd editing/grammar/punctuation books in my cart at the time. And with the vast and ever growing database of knowledge that is the internet I chose this one to help me on my journey. It has been a slow reading process for me, because I like to apply what I learn as I learn. This book has been an indispensable guide. I was making progress after only reading the first two pages. I would recommend this book to anyone who is looking to become a better editor or writer.

Different personalities are drawn to differing skills in writing. I'm an author and absolutely terrible at seeing anything on a page or computer screen other than what I imagined doing in my mind. Thus, this book helps me step back and correct my mistakes. Is it as good as an editor or an executive secretary? No. But it does serve a good purpose when its just you and your words, sentences, and paragraphs.

After 40 years as an award-winning journalist, newspaper writer and editor, and advertising copywriter, proofreader and creative director, I have begun editing books -- something that I enjoy immensely and want to continue in my retirement years. But even with all that experience, I felt I needed something to help me adapt to book-editing, which is quite a bit different from what I've done before. "The Editor's Companion: An Indispensable Guide" was the perfect fit. It has been a tremendous help already and will remain well within reach on my desk as I pursue my "new" profession.

Useless, full of dry, long winded verbiage. I found no use for this book.

I find this book very practical and useful, as I am putting it into application in this time for a book I'm working on.

This book is very informative and advises people on foraying into the world of editing.

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