



Copyediting and Proofreading for Dummies

Suzanne Gilad

[Download now](#)

[Read Online](#) ➔

Copyediting and Proofreading for Dummies

Suzanne Gilad

Copyediting and Proofreading for Dummies Suzanne Gilad

Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed

Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning resume and land the job you've always wanted. Books, magazines, Web sites, corporate documents - find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss.

Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career

Copyediting and Proofreading for Dummies Details

Date : Published May 1st 2007 by For Dummies (first published January 1st 2007)

ISBN : 9780470121719

Author : Suzanne Gilad

Format : Paperback 364 pages

Genre : Nonfiction, Reference, Language, Writing

 [Download Copyediting and Proofreading for Dummies ...pdf](#)

 [Read Online Copyediting and Proofreading for Dummies ...pdf](#)

Download and Read Free Online Copyediting and Proofreading for Dummies Suzanne Gilad

From Reader Review Copyediting and Proofreading for Dummies for online ebook

Natalie says

Just going to stay on top of things in the weeks before my next class starts.

Most of this book was material I covered in Copyediting I, but I didn't mind re-reading it in a less academic tone and setting. Since this *is* an entry in the *For Dummies* series, plenty of the material was superficial in nature; however, it's completely worth the price of admission for Chapters 18, 19, and 20, which are full of what I thought was pretty valuable information on finding contacts in the publishing industry, job-seeking, resume-polishing, invoice creation, networking, etc. There are also plenty of useful websites noted that I bookmarked, and some helpful appendixes.

Manny says

Yesterday we watched Guy Masterson's *Barking Mad*, a one-man comedy routine that Masterson wrote as a tribute to his German wife Brigitta. Well, I thought, I can do that too...

Scene 1

[A school playground. A cute but anxious SECOND-GRADER is staring at his exercise book. He doesn't notice NOT in the background]

SECOND-GRADER: Oh no! Is it S-E-E-L-I-N-G? Or C-I-E-L-I-N-G? Teacher's gonna be so mad, she wanted us to practice-

NOT: *[sotto voce]* It's a job for... Copyeditorwoman!

[In a split second, she's wearing a tight spangly costume with a cape and is standing next to the SECOND-GRADER]

COPYEDITORWOMAN: Let me help you. *[She takes out her magic copyediting pencil]* First, it's C-E-I-L-I-N-G. And this "done" should be a "did", and you need a hyphen here-

SECOND-GRADER: What's a hyphen?

COPYEDITORWOMAN: You'll understand when you're older. Look, all finished!

SECOND-GRADER: Wow!! How did you do that?

COPYEDITORWOMAN: Just remember, I before E except after C. Easy, isn't it?

SECOND-GRADER: Yes, Copyeditorwoman!

[Dissolve to]

Scene 2

[A greengrocer's stall. Three arrogant ACADEMICS are pointing at the misspelled signs and laughing in an unpleasant and affected manner. The GREENGROCER is almost in tears but doesn't dare say anything. Enter NOT]

NOT: Those heartless bullies! How dare they! *[She transforms again]* I'll show them.

[A few lightning strokes from her pencil, and the GREENGROCER is beaming while the ACADEMICS look on aghast]

GREENGROCER: Oh thank you, Copyeditorwoman! My apostrophes look like new! I can hold my head up high again!

COPYEDITORWOMAN: Don't mention it. *[To the ACADEMICS]* I'm sorry, did you gentlemen wish to purchase something?

FIRST ACADEMIC: Err... could you sell us the entire contents of your stall?

SECOND ACADEMIC: At double the list price?

THIRD ACADEMIC: And make it a standing order?

[As the GREENGROCER starts putting fruit in bags, dissolve to]

Scene 3

[The Oval Office. COPYEDITORWOMAN is bent over the President's desk, scribbling with her magic pencil. Enter STEVE BANNON and STEPHEN MILLER]

BANNON: *[Pointing gun at COPYEDITORWOMAN]* Hold it right there. Now move slowly away from the desk. Stephen, check what she's been writing.

MILLER: *[Picking up paper and staring incredulously]* Holy smokes boss, I can't believe it! Our new draft executive order...

BANNON: Yes?

MILLER: It's... it's grammatical and correctly spelled! All the legal references are sourced! In fact, I don't know how to say this...

BANNON: What?

MILLER: It doesn't look like the work of a couple of illiterate racists! Check it out yourself!

[DONALD TRUMP has come in while they've been talking]

TRUMP: You're hired!

COPYEDITORWOMAN: *[to camera]* You see, it's not always so fucking easy being a superhero.

Verity (The Cosy Reading Nest) says

I'm currently undertaking a distance learning proofreading course, so when somebody at work (I work for the publisher of this book) offered me a free copy that had been lying on their desk for years I jumped at the chance for a little extra guidance.

If you've ever read a dummies book before you'll know what kind of style to expect. It's easy reading and as basic as you're going to get which is what I was looking for. My course notes give me the tricky in-depth information and this text breaks it down into digestible chunks. It's also provided me with some tips that I think will be invaluable.

Unfortunately for me, this version of the book is aimed at a US readership which meant I had to disregard a lot of the advice about spelling, grammar and proofreading symbols etc! A UK readership version is available so be wary about which audience you are most likely to be proofing for before purchasing the book, or following any territory specific advice.

Alicia says

Great intro into copyediting/proofreading.

Sayra says

Lots of good information although sections on the internet and electronic editing are very out of date (geocities! It mentions geocities!!).

Zara A. says

Less of a guide and more of an advice book. Nice introduction to the concept of copyediting, but should be skimmed and used for reference to look up simple stuff.

Reepacheep says

This was my first "Dummies" book, and I found it to be quite helpful in getting myself started as a proofreader. The copy I read was from the library, but I plan on purchasing a copy for myself when I get a chance--perhaps after my first paying proofreading job. Considering the topic, I was surprised at the number of typos (even in the corrected samples); don't let this deter you, it's still a very helpful resource. We'll call them PE's. ;-)

Brooke says

This book has everything you could possibly want to know about copyediting and proofreading. It's the first 'Dummies' book that I've ever read, and it's going to be an invaluable resource for me as I start to develop my freelance career.

Alyce Hunt says

User-friendly and easy to understand, while being perfect for beginners or people considering working in the field. Contains separate sections for copyeditors and proofreaders, efficiently describing the differences between the two positions.

S.P. says

I really don't like the *for Dummies* jokey style. Sure, it is OK the first time you come across it, but after a while it grates a bit. Please update your style guide!

That said, plenty of useful tips and information about copyediting and proofreading. Given me plenty to think about, and I will attempt to apply some of it to any writing I do at the appropriate stage.

Having read this review through a couple of times, hope there are not any errors...

Nancy Carollo says

Great Resource

Great Resource

This book lays the stepping stones to an independent life as a freelance copywriter or proofreader making a good living. While the author says it's a resource guide, I read it like a novel. Suzanne offers warm encouragement, funny stories, and an insider's view on how to reach the goal. You'll find examples, templates, and links to tools you will need, as well as advice and straight talk on how to take your first step. Buy it now!

Wendy says

Has some good resources but has weaknesses as well.

The single most important bit of information I gained was regarding Style Sheets. The small publishers I have worked for have not incorporated style sheets, so I was unfamiliar with them; however, I definitely see their worth and plan to add this to my editing process.

I also found the following sections helpful: sample copyediting passages, common word usage mishaps, the overview on dictionaries and style guides and their individual strengths, other helpful editing related websites and blogs,

One negative was that an error was made in the book formatting: the section pages that tell you what is in the section came at the end of the section rather than the beginning. And there were errors in provided website addresses (Project Gutenberg is www.gutenberg.org not .com) I was surprised that small publishers and publishing agents were not included as sources for finding work in book publishing. And I would have liked to have seen more information on the legalities of freelance editing. There was a short note about what to include in a contract, but no discussion about potential problems and how to handle them.

M.D. Meyer says

The chapter on punctuation rules was helpful. Much of the book was about getting an editing job which was not what I expected. The before and after editing examples were useful in showing me I am a terrible proofreader. The book did little to help me learn to be a better proofreader(in fairness it did have a few suggestions for how to proofread.)

Bethany says

This is an excellent resource for anyone wanting to become an editor in any way, shape, or form! I definitely plan to keep it on my shelf and in use.

Andrew Childers says

Fun read! I'm considering this line of work and thought I'd get a start on what it's all about. The *for Dummies* series puts serious information into a whimsical package. Thank you :)
