

Line Editing What to Expect

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Line Editing

What to Expect

What can I expect with the Line Editing service?

Line Editing corrects usage, structure, and organizational issues; provides feedback and suggestions on dialogue, plot flow, characterization, tone and style, and point of view; and consistently applies a style guide to a manuscript, focusing on the uniformity of capitalization, spelling, hyphenation, numbers, punctuation, and grammar. Line Editing includes high-level feedback regarding manuscript successes and failures and explanation of *Chicago Manual of Style* and *Merriam-Webster Unabridged* rules.

A professional editor will edit your manuscript according to *The Chicago Manual of Style*, 16th edition, for grammar, punctuation, and style guidelines, and *Merriam-Webster Unabridged* for spellings and hyphenations. *The Chicago Manual of Style* is a comprehensive writing style guide that is widely used throughout the book publishing industry; *Merriam-Webster Unabridged* is the largest, most comprehensive American dictionary available.

The editor will present his/her suggested changes using Microsoft Word's Track Changes feature, which allows you the freedom to accept or reject each change. The editor will also provide an Editorial Letter explaining the suggested changes made in the manuscript.

¹ For a list of grammar, spelling, punctuation, formatting, and other issues your editor will be addressing, please see appendix.

Timelines

Line Editing begins after the files you've uploaded through **File Upload** successfully pass our file review and your **Content Questionnaire** is complete.

Your Line Editing timeline is based off your manuscript's word count.

Below is a breakdown of the Line Editing timelines. Please keep in mind that these are our internal timelines and do not reflect the time you may take to review your Edited Manuscript and Editorial Letter.

Review of Your Manuscript and Creation of Your Editorial Letter ***1-5.5 Weeks***

After your files and questionnaire are approved, we will assign your manuscript to a professional editor. From that time, you can expect to receive your Edited Manuscript and Editorial Letter within:

- 1 week for 10,000 words or less
- 1.5 weeks for 10,001 to 50,000 words
- 2 weeks for 50,001 to 75,000 words
- 2.5 weeks for 75,001 to 150,000 words
- 3.5 weeks for 150,001 to 200,000 words
- 4.5 weeks for 200,001 to 250,000 words
- 5.5 weeks for 250,001 to 300,000 words

For up-to-the-minute return date information, select your Line Editing service while it is in progress.

Line Editing

What to Expect

Frequently Asked Questions

WHAT IS EDITING?

Editing is, by definition, the preparation of written material for publication by correcting, condensing, or otherwise modifying it. Based on the condition of a manuscript, editing can take different forms—from a mechanical edit like Copyediting to a substantive edit like Line Editing.

Editing is also, by nature, a human and round-by-round process. *Not all grammar, spelling, or typographical errors will be caught within one or two passes of editing, no matter which service is purchased.* Traditionally published books are typically reviewed at least four times, during the various stages of the bookmaking process, and even then, it's common for errors to reach print. *CreateSpace highly recommends multiple rounds of editing.*

If you have not purchased multiple rounds of editing, we suggest having family, friends—whenever you can find—read your manuscript. The more eyes on your manuscript, the more likely you'll catch those pesky errors that are easy to miss after the hundredth read.

WHO IS EDITING MY MANUSCRIPT?

We handpick each editor and test each editor rigorously, no matter his/her qualifications.

For confidentiality, we do not disclose the full details of our editors' résumés. Our editors, however, come from a variety of backgrounds, with credentials ranging from work with larger traditional publishing houses like Penguin and Random House and Houghton Mifflin Harcourt to smaller houses such as Oxford University Press, Millbrook Press, and more. Our editors have worked with Pulitzer Prize-winning authors and on Hugo- and Nebula-nominated titles. Some of our editors are also accomplished, published authors—from the emerging to established *New York Times* bestsellers—plying their trade on the other side of the pen.

Line Editing What to Expect

CreateSpace attempts to pair your manuscript with an editor with knowledge of its subject matter. And our editors' interests run the gamut, from the usual ("romance") to the unusual ("mechanical typewriters"). Since this is not always possible due to workload or time constraints, CreateSpace first and foremost employs language editors. Language editors not only provide invaluable editorial expertise in the technical and stylistic aspects of your manuscript, but can also provide insight into areas of the manuscript that require further clarification for a typical reader.

CAN I TALK TO MY EDITOR?

For confidentiality, there is no direct communication with your editor.

However, you will work directly with CreateSpace Content Media Coordinators, who serve as liaisons between you and the editor. Your coordinators can answer questions regarding *The Chicago Manual of Style and Merriam-Webster Unabridged* or any questions you may have regarding your editorial services, and will pass along manuscript-specific questions directly to the editor chosen for your work.

WILL MY MANUSCRIPT BE REVIEWED BY MY EDITOR AGAIN?

Your manuscript will not be reviewed by your editor again unless you have purchased multiple rounds of editing. *CreateSpace highly recommends multiple rounds of editing.*

Once your Edited Manuscript and Editorial Letter are provided and any questions you have regarding the Edited Manuscript and Editorial Letter have been answered, your editorial service is complete. If you are interested in purchasing an additional round of editing, contact your Publishing Consultant.

Line Editing

What to Expect

Appendix: What Your Editor Will Check

GRAMMAR

- Dialogue construction
- Pronoun-antecedent agreement
 - Sentence construction
 - Fragments, not stylistic
 - Parallel construction
- Run-on sentences, not stylistic
- Passive/active voice
- Subject-verb agreement
- Tense agreement and usage, including subjunctive

CAPITALIZATION

SPELLING

- Americanization, if requested
- Colloquialisms, outside of dialogue
- Consistency
- Manuscript-specific terms
- Misspellings
- Proper nouns
- Typos

PUNCTUATION

- Apostrophes
- Colons
- Commas
- Ellipses
- En dashes
- Em dashes
- Hyphens
- Periods
- Quotation marks
- Semicolons

FORMATTING

- Consistency of section breaks, page breaks, line spacing, justification, indentation, etc.

OTHER

- Characterization
- Dangling participles
- Diction
- Numbers
- Omitted words
- Organization and structure
- Structure
- Stylistic preferences from Customer Questionnaire
- Tone
- Word and sentence repetition

Changes to any of the above issues must be made throughout the *entirety* of the manuscript.