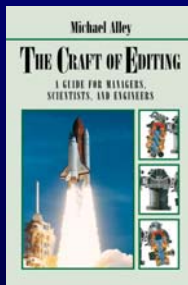


Editing for Managers, Scientists, and Engineers

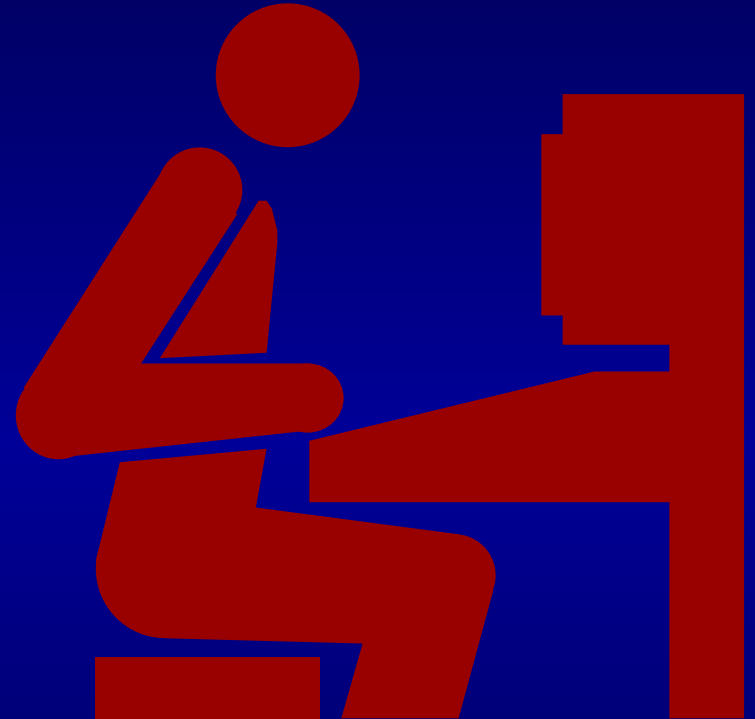
These visuals come from *The Craft of Editing*
(Springer-Verlag, 2000).



The Craft of Editing

Editing isn't a cosmetic process. It's
a thinking process.

Richard Rhodes, author
Making of the Atomic Bomb



Although editing is a large subject, we will focus on the editing that occurs in the sign-off process

Editing documents:

Reviewing

Line editing

Online editing

Proofreading

Reducing friction:

Actions by authors

Actions by editors



Before editing someone's document, you should first consider your constraints

Audience
of Document

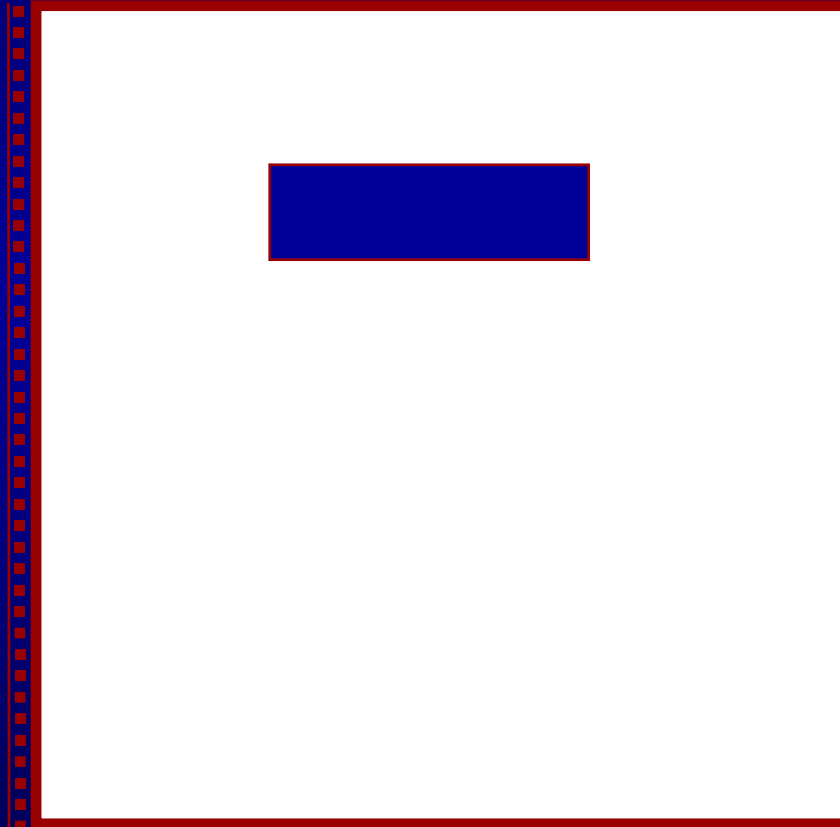
Format of
Document

Process to
Publish
Document

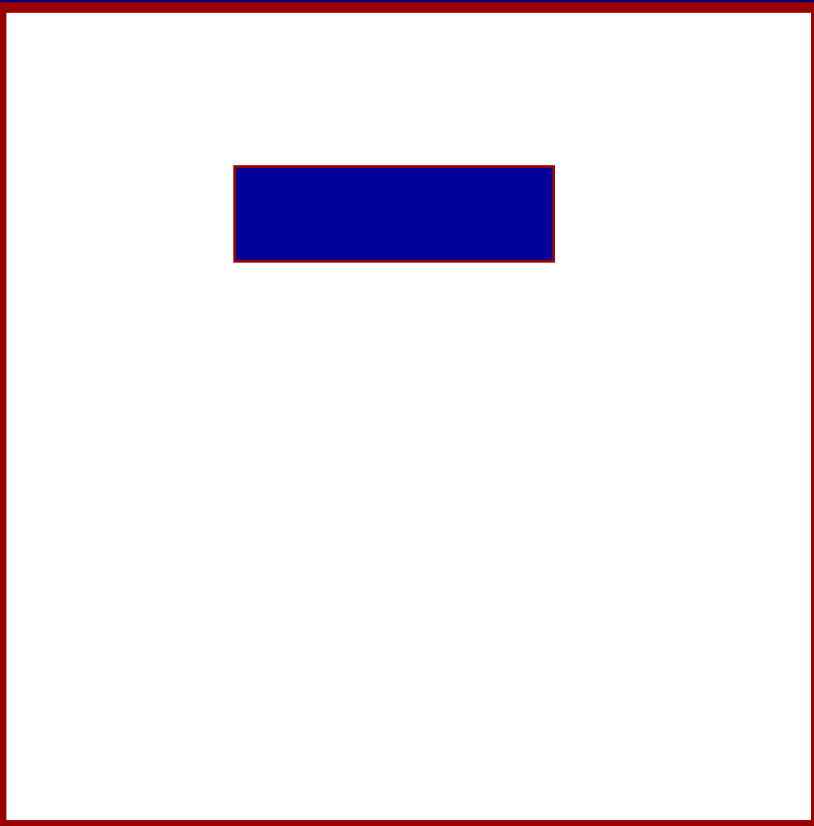
Formality of
Document

Other Editors
of Document

Politics and
Ethics



Three aspects of the writing affect the way that editors assess documents



Content

Style

Form

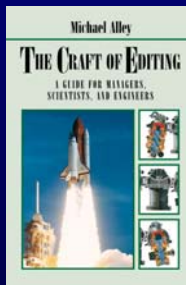


Editing for content involves deciding what message to send

Is the
content
correct?

Is the
content
appropriate?

Is the
content
complete?



Editing for style involves deciding how to communicate the message

Focus on
language

Focus on
structure

Focus on
illustration



Editing for form concerns whether the communication is properly presented

Focus on
punctuation

Focus on
grammar

Focus on
usage

Focus on
format

Focus on
spelling



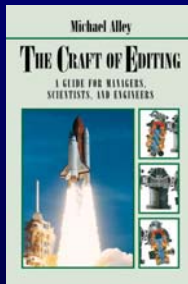
What variables determine how much change you make?

Importance
of
Change

Consistency
of
Change

Disposition
of
Writer

Difficulty
of
Change



A well-done edit has three characteristics: clarity, consistency, and hierarchy

clarity

deletee

consistency

effect
effect
effect
~~affect~~ e

hierarchy

most
important

next most
important

least
important



One convention is to circle comments, but not added words or letters

Last year, city engineers ~~came up with~~ a plan ~~to address~~ the tetrachloroethane-contaminated soil required to be excavated for planned thoroughfare construction ~~that~~ will occur within right-of-way adjacent to Building 1817, which houses the Genetics Laboratory.

devised
for

sentence too long

This construction / #the

*au**

**au: are you implying that Chem E contaminated the soil?*



Reducing the friction between editors and authors calls for action on both sides

Authors

- Identifying constraints
- Submitting outlines early
- Allotting time for editors
- Mulling over criticisms

Editors

- Identifying pet peeves
- Negotiating gray areas
- Establishing boundaries
- Controlling tone
- Understanding authors



Pet peeves are those rules that you enforce more strictly than other editors do

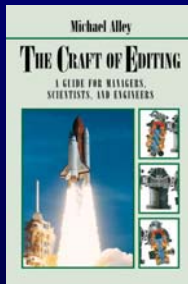
naked “this”—avoid

bureaucratic nouns—avoid

“however” to join two independent clauses—avoid

series comma—use

exclamation point—avoid



When editing someone's writing, consider tone

**Edit
one another as
you would wish to
be edited**

**Lead
with
the
positive**

