



## NONFICTION EDITING 201

Instructor: Erin Brown

### Course Outline

#### Lesson 1: Introduction and Common Editing Problems

- Clarity
- Purple Prose
- Preachiness
- Long Paragraphs
- Pet Words
- Empty Words
- Echoes
- Verb Tense Sequence

#### Lesson 2: Miscellaneous Tasks

- Manuscript Evaluation
- Style Sheets
- Tables and Charts
- Sequential Numbering
- Insets/Sidebars/Callouts/Extracts
- Heads, Subheads, and Running Heads
- Plagiarism, Libel, and Invasion of Privacy
- Fact, Fantasy, and Wishful Thinking

#### Lesson 3: Three Levels of Copyediting

- Developmental Editing
- Substantive Editing
- Copyediting
- Proofreading
- Defending Your Edits

## Lesson 4: Proofreading

- How to Proofread
- Proofreading Tips

## Lesson 5: Developmental Editing, Part 1

- Brief Overview
- Required Skills
- Fears Some Authors Have When Hiring a Developmental Editor
- Starting from Scratch
- Sign on the Dotted Line

## Lesson 6: Developmental Editing, Part 2

- More Preliminaries
- Outline! Outline! Outline!
- Let's Write

## Lesson 7: Creative Nonfiction, Textbooks, and Technical Works

- Creative Nonfiction
- Editing Technical Works
- Editing Textbooks

## Lesson 8: Noun Strings, Jargon, and More

- Brand and Voice
- Target Audience
- Web Pages
- Word for Word
- Trademarks
- Style Guides
- Global Concerns