



## NONFICTION EDITING 301

Instructor: Erin K. Brown

### Course Outline

#### **Lesson 1: What Is Substantive Editing?**

- What a Substantive Edit Is Not
- What Is Included in a Substantive Edit

#### **Lesson 2: How to Determine If a Manuscript Requires a Substantive Edit**

- Manuscript Structure and Presentation
- Logic
- Content
- Muddled Writing
- Hasty Generalization
- Missing Necessary Information
- Underwriting and Overwriting
- Sloppy or Lacking Research

#### **Lesson 3: Beginning the Substantive Edit Process**

- Converting Text to Graphs
- Basic Formatting
- Scripture Verification
- Number of Editing Passes and Mentoring
- Brainstorming and Weekly Communication with the Author
- Fears Some Authors Have When Hiring an Editor
- Questions to Ask the Author Help Identify the Book's Topic and Focus
- Limited Research
- Fact Checking

#### **Lesson 4: Correcting Common Problems, Part 1**

- Chronological Order
- Basic to Complex
- Category
- Two-Part Structure
- Storytelling

## **Lesson 5: Correcting Common Problems, Part 2**

- Organization and Flow
- The Many Hats of an Editor
- Checklist

## **Lesson 6: Creative Nonfiction and Fresh Approaches**

- Creative Nonfiction
- Dialogue
- Conflict
- Flashbacks
- Signs, Clues, Foreshadowing
- Appeal to the Senses
- Fresh Approach

## **Lesson 7: Dressing Up the Text**

- Text Features
- Examples

## **Lesson 8: Bringing It All Together**

- Review
- Practice