



SUBSTANTIVE EDITING FOR FICTION 301

Instructor: Karin Beery

Course Outline

Lesson 1: What Makes an Edit a Substantive Edit?

- What is a Substantive Edit?
- What are the Different Types of Edits?
 - Developmental Edit
 - Line Edit & Copyedit
 - Proofread
 - Critique
- How Do You Know Which Services to Offer?
- How Do You Know Which Edit a Client Needs?

Lesson 2: How to Perform a Substantive Edit

- Checklists
- Author Information
 - Publishing Goals
 - Synopsis
 - Character Sketches
- How to Perform an Effective Substantive Edit
- How Long Will It Take?

Lesson 3: Getting the Job

- Leads
- Bids
- Sample Edits & Writing Assessments
- Style Sheets
- Setting Rates
- Agreements/Contracts

Lesson 4: Substantive Editing Pitfalls, Mistakes, and Things to Watch For

- Pitfalls
 - Rewriting
 - Overediting

- Mistakes
 - Genre Confusion
 - Undercharging
- Things to Watch For
 - Pet Words
 - Nondescript Words

Lesson 5: Working Well with Challenging Clients

- The Client Who's Not Ready
- The Client Who's Not Prepared
- The Client Who Disregards the *CMOS*
- The Client Who Defends Everything
- The Client Who Ignores Everything
- Red Flags

Lesson 6: The Author-Editor Relationship

- Multiple Reviews
- Submitting Proposals and Query Letters
- Follow-up
- Communication Etiquette
- Honesty & Remaining Christ-like