



FREELANCE EDITING 101

Instructor: Christi McGuire

COURSE OUTLINE

Lesson 1: What Does a Freelance Editor Do?

- Editorial Services
- Writing Services
- Related Services
- Getting Paid

Lesson 2: Types of Clients

- Authors/Writers
- Publishers
- Small Businesses

Lesson 3: Must-Have Resources and Track Changes

- Resources for Book Publishers and Most Popular Magazines
- Resources for Newspaper Publishers
- Resources for Christian Publishers/Authors
- Online Versions of Resources
- Bibles
- Track Changes

Lesson 4: Methods of Editing

- Hard-Copy Editing
- Electronic Editing
- Indirect Editing
- Making Edits Clear
- Using Style Sheets

Lesson 5: Basic Editing Tips

- Proofreading
- Editing
- Formatting

Lesson 6: Tips for Editing Nonfiction

- The Beginning
- The Middle
- The Ending
- Organization
- Anecdotes
- Consistency
- Quoting Sources
- Footnotes, Endnotes, and Bibliographies
- Scripture Quotations
- Formatting References

Lesson 7: Tips for Editing Fiction

- Recommended Sources
- Point of View
- Show Don't Tell
- Active Voice vs. Passive Voice
- Dialogue
- Scenes and Summary
- Flashbacks
- Character Development
- Story Development

Lesson 8: Communicating with the Client

- When Working for an Author
- When Working for a Publisher
- Follow-Up