



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