

**The Type of Writer Every Editor Would Love:
The Five Things You Need to Do to Make an Editor's Job
Easier**

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Dear Potential Clients of UpgradeU Writing & Editing Services:

With each passing year, there are more and more people who determine within themselves to get their stories out. Whether it is their own personal stories, fiction books with hair-raising plots, or a self improvement books to help people in their daily endeavors, books are publishing at an alarming rate. According to Worldometers.info, over 750,000 books have been published this year (and mind you, it's only April). And with that many books being released, it's all the more reason editors are swamped and many even burned out.

So what can writers do to help ease the process while they are writing their masterpieces? I have decided to compile the 5 things all writers can do to make editors jobs easier, and in turn, make editors love working with you! Now, this is not an exhaustive list, just a small manual that would help you immediately edit your work enough so that editors can seamlessly go through your manuscript while also letting them know that you are no novice to the publishing industry. It helps you in becoming more productive along the writing process.

Use this list and also look to see more tips as you journey along with me. Monthly, you will receive emails that contain tips, writing strategies, and industry know-how to keep you knowledgeable of the game of writing and publishing. This is only the beginning; but as with anything, you must know in order to grow. So let's go!

Enjoy,

Dr. Lily

1. Know the difference between ACTIVE and PASSIVE voice.

Many times, unknowingly, we can say something in our writing that we did not intend to say. One can change the normal word order of many active sentences so that the subject is no longer *active*, but is, instead, being *acted upon* by the verb - or *passive*. So, instead of saying, "The candy was taken from the table by the girl" (passive), say "The girl took the candy from the table" (active). It is straight, to the point, and doesn't lend itself to any discrepancies.

2. Watch your PRONOUN use!

Many times we have a tendency to write the same way we speak. Depending on whom we are talking to sometimes determine how things come out—if you know what I mean. It is very important when writing to adjust our language so that all readers can make out what we are saying in a way that shows who we're really referring to. For instance, sometimes we may say, "When one buys insurance, you need to be clear about your needs." Well, in this case, the pronoun "one" is third person singular, while the pronoun "you" is second person singular. That is called a pronoun shift in person. You will need to decide the pronoun person you will use and be consistent throughout the entire paragraph, page, or book, for that matter.

3. Keep it SIMPLE...

The old saying, "Less is more", is true. Don't spend paragraphs or pages describing something that could be expressed in a few sentences. But if you have to describe something that requires more elaborating, do so without being redundant. Wordiness does nothing but make your writing dull and weak. It shows you are not able to use the English language in a way that brings life to the written page. Less is more!

4. Learn to FORMAT your manuscript or document.

If you are planning on writing anything for an audience other than yourself, you will need to format it for viewing. Editors like when you already have some basic formatting down. Publishing industry standard is to create your manuscript or document for publishing at 12 point font and either Times New Roman, Courier,

or Ariel font. When you write your initial (original) manuscript or document all in various font styles, it makes it harder to read and edit. Some editors are okay at having the manuscript or document single spaced, but it is far easier to edit it double-spaced because most editors use Track Changes in Microsoft Word when editing. If unsure, ask an editor before you submit your manuscript or document for edit.

5. READ YOUR OWN WORK!

The most effective way to ensure your manuscript is ready for edit is to print it out and re-read it yourself. You never want to base your completed work on just your eyes only. But before you send anything over to have an editor double and triple edit your work, you could help by printing out your manuscript or document and proofreading it with a red pen. Even if you have to mark through your own misspells and redundancies, it shows that you took the time, first, to check and recheck your work. Besides, when you type anything on the computer, you will always come across something you didn't mean to say or something you missed along the way. Having the manuscript or document in your own hands places you now in a different perspective ... changing you from the writer of the manuscript or document to the intended audience. I bet you will then begin to look at your own work differently.

I hope this is news you can use while on your way to an editor. Just a little bit of knowledge goes a long way. If you felt that this document was helpful, jot me a line at info@upgradeediting.com. I'd love to get your feedback. Until next time!

Dr. Lily