



## Index

- abbreviations, 141
- Aboriginal English, 45
- Aboriginal names, 46
- abstract words, 102
- accessibility (screen publications), 88–9
- accreditation, 12–13
- Accreditation Board, 13
- Accreditation Working Group, 13
- Accredited Editor, 13
- accuracy
  - and timeliness, 20
  - levels of, 19
  - of content, 70–1
- AceProject, 55
- active voice, 101
- adjectival gerunds, 102
- administrivia, 148
- Adobe Acrobat Pro, 155
- Adobe Dreamweaver, 190
- Adobe Framemaker, 189
- Advanced Accredited Editor, 13
- agreements, 35, 55, 206–7
- alt tags, 124
- amateur publishing, 25
- ambiguity, 102
- American English, 97
- anti-virus programs, 192, 193
- appendixes, 79, 134
- appraisal (document), 34, 79–83, 162
  - making a start, 81
  - multi-author works, 83
  - non-text material, 83
  - presentation, 83
  - text, 81–3
- appraisal (illustrations), 115–16
- appraisal (tables), 125
- approach (to editor), 33
- archival sources, citations, 139
- arrangement (books), 75
- artwork. *See* illustrations
- artwork brief, 64
- artwork roughs, 115
- Assessors Forum, 13
- assumptions, stereotypic, 43–4
- attention to detail, 2
- attitude towards authors, 51
- Australia Council, 5, 45
  - Literature Board, 4
- Australia, publishing industry, 3–6
- Australian and New Zealand Society of Indexers, 4
- Australian Book Review*, 14
- Australian Bookseller and Publisher*, 14
- Australian Business Number (ABN), 205
- Australian Copyright Council, 37
- Australian Editor*, 10
- Australian English, 45, 97
- Australian ISBN Agency, 41
- Australian Journalists' Association, 13
- Australian Publishers Association, 18, 19
- Australian Society for Technical Communication, 4
- Australian Society of Authors, 4

- Australian Standards for Editing Practice*,  
 10–12, 115, 129, 199, 210, 227  
 development, 11–12  
 name, 11  
 official launch, 12  
 philosophy, 11  
 reader's report on, 57  
 theses and dissertations, 42
- author queries, 35, 52, 165  
 compiling, 187–8
- author's corrections, 155, 156, 165
- author–date system, 138, 141
- authors, 5, 49–53  
 accuracy of content, 70–1  
 attitude towards, 51  
 definition, 8  
 fiction, 72  
 fruitful partnership with, 50  
 joint, 51  
 liaison with, 35, 41, 48, 50  
 preferences, 100–1  
 response to editor's skills, 53  
 tactful approach towards,  
 52–3  
 who is boss?, 50–1
- automatic saves, 198
- awards, 10
- back pain, 202
- backing up files, 191–2, 198
- Bangsund, John, 144
- bar graphs, 121
- Basecamp, 55
- bibliography, 83, 134, 141–2, 164
- blind proofreading, 147
- blogs (freelancers), 84, 215
- 'Blue News', 14, 18
- blurb, 21, 134
- book industry, 3, 25  
 as female industry, 4  
 Australia, 3–4, 5–6  
 New Zealand, 14–15  
 position of authors, 5  
 trends, 5–6  
 types of books, 24–5
- Book Industry Award 2010, 14
- Book Industry Strategy Group, 10
- books  
 arrangement, 75  
 chunking information, 76  
 cross-references, 77  
 development, 22–3  
 elements, 74  
 nature of the publication, 73–4  
 proportions, 74  
 running heads, 78–80  
 sections and paragraphs, 76–7  
 signposts and transitions, 77–8  
 what makes a book?, 75–80
- boxed text, 122
- British English, 97
- budget, 20
- bullets, 110–11
- business name registration, 205
- business plan, 205
- Canberra Society of Editors, 11
- capital investment, 207
- caption copy, 64, 118, 122
- captions, 64, 118, 121, 153, 156  
 pix on screen, 124  
 placement, 118  
 source notes and acknowledgements,  
 118
- carbon footprint, 6
- cartographers, 64, 120
- cartoons, 122
- cartouche, 121
- CASE. *See* Council of Australian Societies  
 of Editors
- cash flows, 209–12
- cast-off, 57
- CD-ROMs, 31
- changing the presentation, 180–1
- Children's Book Council of Australia, 4
- children's publishing, 6
- chunking information, 76
- Cindex, 190
- CIP (Cataloguing in Publication), 41
- cisatlantic translation, 97
- citations  
 accuracy of, 136  
 archival sources, 139  
 author–date system, 138, 141  
 conference papers, 136  
 place of publication, 139  
 publication details, 138  
 styles, 138–40  
 university presses, 139
- clarity and precision in writing, 94–8
- clients  
 relationship with, 34, 201

## Index

- clients (*cont.*)  
     working with, 201, 210  
     *See also* publishers  
 cognitive skills (editors), 2  
 collating first proofs, 155–6  
 colleagues (of the editor), 9  
 Comments function, 163, 187, 196  
 commercial reality, 19–20  
 commissioning editor, 8, 48  
 communication skills (editors), 1  
 comparatives, incomplete, 102  
 Compare Documents, 197  
 comparing two documents, 197  
 competition, evaluating, 54  
 completeness and consistency, 129–43  
 completion of the job, 35  
 complimentary copy, 35  
 compressed concepts, 97  
 concentration (editing skill), 2  
 conference papers, 131  
     citations, 136  
 consistency, eliminating meaningless  
     variation, 129–30  
 contempt, 40  
 content and its management (screen  
     publications), 86–7, 182  
 contracts, 206–7  
     specifications, 206–7  
 cookies, 193  
 coping with stress, 202–3  
 copyediting, 19, 24, 29, 35, 161–7  
     allocating time for, 59  
     diagrams, 122  
     indexes, 143  
     references, 137  
     tables, 126  
     twelve-step program, 161–7  
 copyediting examination, 13  
     pass mark, 13  
 copyfitting, 157–8  
 copyright, 35–6  
 Copyright Act (Aust), 36, 41  
 Copyright Agency Ltd (CAL), 38  
 Copyright Amendment (*Digital Agenda*)  
     Act 2000 (Aust), 38  
 Copyright Council of New Zealand, 37  
 copyright law, 36, 38, 45  
 copyright material  
     and digital rights, 37–8  
     fair dealing, 37  
     permission to use, 36–7  
 corporate publications, 131  
     project plan, 55–6  
 corporate publishing, 30–1  
 corrected proofs, 152, 156  
 costs, 207–9  
     calculating your, 208  
     capital investment, overheads, variable  
     costs, 207–8  
     labour, 208  
 Council of Australian Societies of Editors  
     (CASE), 10, 11  
 Council of Deans and Directors of  
     Graduate Studies, 42  
 cover, 134  
 covering letter, 62  
 creating screen publications, 180–3  
     creating a structure, 85–6  
     flowchart linking elements of the site,  
     182  
     gathering content, 182  
     navigation system, 183  
     project plan, 180  
     search engine accessibility, 183  
     visual design, 183  
     web-based prototype and testing, 183  
 Creative Commons, 38  
 creativity, 21  
 cross-references, 77  
 crowdsourcing, 28  
 CSS (Cascading Style Sheets), 92  
  
 Davis, Beatrice, 15, 144  
 defamation, 38–40  
 Defamation Act 1992 (NZ), 39  
 Defamation Act 2005 (Aust), 39  
 defamation law, 38–40  
 design, 46  
 design brief, 62–3  
 designer, 53, 62  
 desk lamp, 202  
 desktop publisher, 62  
 despatch, 166  
 diagrams, 121, 123, 127  
 dialogue, 109  
     in novels and scripts, 113  
 Digital Millennium Copyright Act 1998  
     (US), 38  
 digital publishing, 26  
     commercial challenges, 27–8  
     editorial role, 28  
     technological challenges, 26–7

- See also* screen publications;  
 single-source publishing
- Digital Publishing Forum, 38
- digital rights, 37–8
- digital rights management (DRM), 37–8
- display technology, 26
- dissertations, 42
- distinguished editors, 13
- document management techniques,  
 193–8
- document tracking, 196
- documentation. *See* project documentation
- domain name, 90
- Donoghue, Peter, 9
- drawings, 122
- Drupal, 190
- E Ink, 26
- e-books, 26
- and digital rights management, 37
  - applications, 28
  - commercial challenges, 27–8
  - editorial role, 28
  - features, 28
  - technological challenges, 26–7
  - See also* electronic publications
- e-copy
- and author's queries, 187–8
  - as email attachment or on disk, 167
  - long alterations to proofs, 156
  - transmitting, 197
  - version control, 195, 196–7
  - versus hard copy, 185–6
- edited manuscript, 35
- accompanying documentation, 61
  - covering letter with, 62
- editing, 35
- ethics of, 41–6
  - getting into, 18–19
  - guiding principles, 183–4
  - how much to do?, 51
  - on screen versus hard copy, 185–8
  - what is it?, 1, 2
  - See also* copyediting; freelance editing;  
 language editing; substantive  
 editing
- editing courses, 15, 19
- editing methods, 161
- copyediting, 161–7
  - language editing, 167–72
  - substantive editing, 172–84
- editing profession, 9–14
- Editor's Toolkit, 189
- editorial brief, 55, 61
- editorial project
- steps in, 33–5
- editorial report, 79–83
- editorial review, 56–7
- editorial skills, 1–2
- applications, 2–3
- Editorium, 188
- editors
- accreditation, 12–13
  - characteristics, 1
  - competing demands on, 48
  - current perspective, 17–18
  - female predominance, 4, 17
  - functions, 8
  - general knowledge, 71
  - historical perspective, 15–17
  - newspapers, 29
  - pathways, 17
  - production methods, 186
  - qualifications, 17
- Editors' Association of Canada, 11
- educational publishing, 4, 6, 14, 25
- Effective Onscreen Editing*, 187, 188
- electronic files, 81
- transmitting, 197
  - version control, 195, 196–7
  - working with, 195–6
  - See also* e-copy; screen publications
- electronic publications, 31
- electrowetting, 27
- elements (books), 74
- eliminating meaningless variation, 129–30
- ellipsis, 108
- email, 193
- en rule, 107
- endmatter, 65, 79, 131, 132–4
- sequence, 134
- endnotes, 127, 139–41, 154
- English language, 94
- common errors, 101–3
  - enumerations, 110–11
  - etymology, 95
  - grammatical rules, 98–101
  - jargon and parochialisms, 97–8
  - quotations, 107–9
  - specialised and foreign material,  
 111–14
  - spelling and punctuation, 105–7

## Index

- English language (*cont.*)  
 vocabulary, 96–7  
 voice, tone and pace, 103–5  
 enumerations, 110  
 bullet and number lists, 110–11  
 in the text, 110  
 environmental responsibility, 6  
 ephemera, 31  
 epigraph, 131  
 epilogue, 132  
 equipment maintenance, 190–3  
 e-readers, 27  
 estimating  
 length, 57–8  
 price for the job, 58, 59, 211  
 time required, 59–60  
 ethics of editing, 41–6  
 etymology, 95  
 even working, adjusting for, 159  
 excessive language editing, 170–2  
 extra copy, 165  
 extreme-level language editing, 169
- fad words, 96  
 fair dealing, 37  
 fair value, 211  
 feeble verbs, 101–2  
 Fellowship of Australian Writers, 4, 10  
 fiction, 25, 71–2  
 verisimilitude, 72–3  
 fiction authors, dealing with, 72  
 figures, 121–3  
 file names, 195  
 FileCleaner, 188  
 files, backing up, 191–2  
 file-sharing programs, 191  
 final check all, 165–6  
 firewall, 192  
 first proofs, 144, 166  
 collating, 155–6  
 reading, 153–4  
 footnotes, 127, 139–41  
 foreign words and names, 113–14  
 foreword, 131  
 formatting, 46  
 forward slash, 107  
 freelance editing, 199–217  
 cash flows, 209–12  
 clients, 201  
 contracts, 206–7  
 coping with stress, 202–3  
 costs, 207–9  
 doing paid work during working  
 hours, 200  
 going freelance, 199–200  
 health, safety and productivity, 201–3  
 office manners, 201  
 office needs, 200  
 work flows, 212–17  
 work that isn't worth it, 203–4  
 freelance editors  
 and authors, 51  
 ethics, 41–2  
 fair value, 211  
 getting work, 18, 214–16  
 holidays, 214  
 hourly rate, 210  
 invoicing, 211  
 late payments, 212  
 negotiating strategies, 49  
 periods without work, 216–17  
 pricing the job, 49, 58, 59, 211  
 production process, 33–5  
 professional development, 203  
 progressive payments, 211  
 running a small business, 204–6  
 scheduling, 20, 42, 212–14  
 subcontracting, 205  
 websites and blogs, 84, 215  
 working with authors, 35, 41, 48, 52–3  
 working with clients, 34, 201, 210  
 Freelance Registers, 215  
 Front Page, 190  
 FTP (file-transfer protocol) software, 197  
 fudge factor, 60
- gaining employment, 18  
 galley proofs, 144  
 galley-on-page proofs, 145  
 general (trade) publishers, 4, 6  
 general books, 25  
 general knowledge of editors, 71  
 getting work, 214–16  
 GIF files, 116  
 global changes, 64, 163  
 glossary, 231–43  
 going freelance, 199–200  
 gossip, 41  
 government publications  
 prelims in, 131  
 project plan, 55–6  
 government publishing, 29

- grammatical rules, 98–101  
 and author's preference, 100–1  
 and pedantry, 99–100  
 common errors, 101–3
- graphic designer, 183
- graphs, 121
- guide to headings, 173–4, 175  
 preparation, 174–5
- halftones, 119
- handheld devices, 91–2
- handover form, 166
- hard copy  
 mark-up of manuscript, 149  
 transmitting, 197  
 version control, 196–7  
 versus on screen, 185–8  
 working with, 194–5
- hardware failure, 191
- Hart, Geoff, 187, 188
- he* or *she* debate, 43
- headers, 78–80, 154, 156
- headings, 77, 153, 156, 162, 164  
 guide to, 173–5
- health, 201–3
- Heyward, Michael, 5
- hierarchy of divisions, 76, 85, 173
- historical material, 111
- holidays, 214
- home office, 200, 207
- hourly rate, 210
- HTML (Hypertext Mark-up Language),  
 92, 93, 189
- Hudson, Nick, 121
- illustrations, 64, 83, 115–25, 153, 156, 164  
 appraising, 115–16  
 captions and sources, 118  
 editing, 119–25  
 handheld devices, 91  
 integrating with text, 116–19  
 labels, 118  
 list of, 119  
 on screen, 123–5, 148  
 placement, 117, 120  
 relationship to the text, 117  
 source notes and acknowledgements,  
 118  
 suitability for reproduction, 116  
*See also* specific types, e.g.  
 photographs
- illustrators, 64
- imagination and initiative (editing skills), 2
- imposing a structure, 176–8
- inclusive language, 42–3
- incomplete comparatives, 102
- independents, 4, 6
- InDesign, 189
- indexes, 35, 132, 142–3, 156  
 author prepared, 142  
 copyediting, 143  
 corrections for altered pages, 158  
 professionally prepared, 142  
 space allocation, 142  
 substantive editing, 142–3  
 XML production, 33
- Indexing Companion, The*, 142
- indexing software, 190
- Indigenous communal moral rights, 40
- Indigenous speech, 45
- Indigenous writing, 44–6  
 prohibitions, 45  
 protocols, 45
- inserts, placement, 120
- Institute of Professional Editors (IPEd), 4,  
 10, 13, 42
- insurance, 205
- intellectual property, 35–6
- Intervals, 55
- introduction, 131
- invoicing, 35, 211
- iPad, 27
- IPEd. *See* Institute of Professional Editors
- ISBN (International Standard Book  
 Number), 41
- ISSN (International Standard Serial  
 Number), 41
- jacket and cover, 134–5
- jargon, 97–8
- job file, 61, 198
- job folders (electronic files), 195
- joint authors, 51
- journals, 131
- JPEG files, 116
- juggling priorities, 67–8
- keywords, 90
- Kindle, 27
- label copy, 119, 120
- labels, 118, 121, 122

## Index

- labour costs, 208  
 language, 94–114  
   clarity and precision, 94–8  
   common errors, 101–3  
   enumerations, 110–11  
   etymology, 95  
   grammatical rules, 98–101  
   jargon and parochialisms, 97–8  
   specialised and foreign material, 111–14  
   spelling and punctuation, 105–7  
   vocabulary, 96–7  
   voice, tone and pace, 103–5  
 language editing, 167–72  
   excessive, 170–2  
   extreme-level, 169  
   fiction, 72  
   light-level, 169  
   medium-level, 168  
   specialist content, 172  
 late payments, 212  
 Latin abbreviations, 141  
 Latin plurals, 100  
 law, 112  
 layout conventions (screen publications), 90–1  
 layout problems, fixing, 158  
 legal concerns, 35–41  
 legal deposit libraries, 41  
 legal language, 112  
 legal requirements relating to books, 41  
 length  
   estimating, 57–8  
   indexes, 142  
 liaison  
   with the author, 35, 41, 48, 50  
   with the publisher, 48–9  
 libel, 39  
 light-level language editing, 169  
 line graphs, 121  
 LinkedIn, 215  
 LinkEds, 215  
 links (screen publications), 87–8, 91, 148  
 list of illustrations, 119  
   corrections for altered pages, 158  
   placement, 119  
 lists, 110–11, 148  
 Literature Board of the Australia Council, 4  
 Local Publishers Forum, 15  
 long alterations (proofs), 156–7  
 Lotus Symphony, 189  
 Macrex, 190  
 macron, 46  
 malware, 193  
 managerial/administrative skills, 2  
 manuscripts  
   appraisal, 34  
   hard copy mark-up, 149  
   preliminary assessment, 54  
   reader's report, 56–7  
   working with paper copy, 194–5  
   *See also* edited manuscripts  
*Maori*, 46  
 Maori Language Commission, 46  
 Maori words, 46  
 maps, 120–1  
 marketing, 20–1  
   your business, 215–16  
 marketplace, 19–20  
 mark-up, 77, 149, 162  
   hard-copy manuscript, 149  
   printout of edited manuscript, 151  
   proofs, 149, 152  
   symbols for, 218  
   tables, 128  
 mathematical terminology, 111–12  
 Media, Entertainment and Arts Alliance, 13  
 medium-level language editing, 168  
 metaphors, 103  
 Microsoft Word, 188–9  
   automatic saves, 198  
   Comments function, 163, 187, 196  
   Compare Documents, 197  
   Outline View, 174, 188  
   Page Preview, 188  
   Page View, 188  
   quotation marks, 109  
   text dash, 107  
   Track Changes, 187, 189, 196  
   typical errors, 190  
   working with, 188–9  
 mobile phones, 27  
 monitoring your work, 66–7  
   juggling priorities, 67–8  
   running sheet, 69  
   tracking progress, 68  
   workplan, 68  
   *See also* scheduling  
 monitors, 202  
 moral rights, 40  
 multi-author works, 83

- multimedia, 31
- Muphry's Law of Proofreading, 144
- naming files, 195
- national libraries, 41
- navigation tools, 88, 148, 183
- neck pain, 202
- negligence, 205
- negotiations
  - over tasks and responsibilities, 55
  - with authors, 53
  - with publishers, 49, 54–5
- neologisms, 96
- networking, 215
- New Zealand Book Council, 15
- New Zealand Copyright Act, 36
- New Zealand Copyright Licensing Limited, 38
- New Zealand English, 46
- New Zealand, publishing industry, 14–15
- newspapers, 29
- non-fiction
  - endmatter, 134
  - order of book, 66
  - prelims sequencing, 130–1
  - table of contents, 131–2
- non-text material, 83
  - See also* illustrations
- notes, to tables, 126
  - See also* endnotes; footnotes
- nouns, 101
- novels, dialogue in, 113
- number lists, 110–11
- offensive material, 122
- office equipment, ergonomic placement, 202
- office manners, 201
- office needs, 200
- on screen. *See* screen publications
- on-costs, 208
- online editing services, 19
- only*, 100
- Open Document Format (ODF), 189
- Open Office suite, 189
- optical character recognition, 190
- order of book, 65
- Outline View, 174, 188
- outsourcing, 7
- overhead expenses, 60, 208
- oxymorons, 96
- pace, 104
- page layout programs, 189
- Page Preview, 188
- Page View, 188
- PageMaker, 189
- paragraphs, 76–7
- parochialisms, 98
- partnerships, 204
- passive voice, 101
- passwords, 192
- pay rates, 5, 14
  - See also* hourly rates
- p-books, 26, 27, 28
- PDF (Portable Document Format), 26
- PerfectIt, 188
- periodicals, 31
- periods without work, 216–17
- permissions, 36–7
- perseverance (editor characteristic), 2
- Persistent Uniform Resource Locators (PURLs), 41
- photographs, 64
  - editing, 119–20
  - photocopies of, 115
- physical fitness, 203
- picture credits, 118
- pie charts, 121
- pix/pics. *See* illustrations
- place of publication, 139
- placement
  - captions, 118
  - illustrations, 117
  - list of illustrations, 119
  - on-screen pix, 124
  - tables, 127
  - wraps and inserts, 120
- plaintiff (defamation cases), 39
- play scripts, dialogue in, 113
- pleonasms, 101
- PNG files, 116
- poetry, 112–13
- preface, 131
- prelims, 65, 79, 81, 130–2
  - corrections for altered pages, 158
  - numbered with lower-case roman numerals, 130
  - proofreading, 154, 156
  - sequence for non-fiction, 130–1
- preparing an estimate, 59
  - pricing the job, 49, 58–9, 211
- presentation, 83



## Index

- pricing the job, 49, 58, 59, 211  
 primary keyword, 90  
 printed books, 22–3  
   hype for, 23  
   *See also* p-books  
 printout, 166  
   mark-up, 151  
 prioritising jobs, 67–8  
 privacy, 40  
 production methods, editor's and typesetter's tasks, 186  
 production process  
   editorial role, 33–5, 48  
   overview, 33–5  
   trade book, 31, 32  
 productivity and health, 201–2  
 professional development, 203  
 professional indemnity insurance, 205  
 professional self-esteem, 204  
 progressive payments, 211  
 project clash, managing, 68  
 project definition, 54–8  
 project documentation, 61–6, 165  
 project management software, 55  
 project plan, 54–5  
   screen publications, 180–2  
 project planning software, 55  
 proofreader's corrections, 155, 156  
 proofreaders, 144  
   role of, 145  
 proofreading, 144, 145  
   checklist, 146–7  
   screen publications, 147–8, 154  
 proofreading marks, 148–9, 218  
 proofreading methods, 153–60  
 proofs, 35, 144–60  
   adjusting for even working, 159  
   collating, 155–6  
   copyfitting, 157–8  
   corrected, 152  
   corrections on, 148–9  
   first, 144, 153–4, 155–6, 166  
   fixing layout problems, 158  
   later proof stages, 160  
   long alterations, 156–7  
   mark-up, 149, 152  
   reading, 153–4  
   second, 158, 166  
   what to look for in, 145  
 proportions (books), 74  
 Public Lending Right, 5, 38  
 publication details, 138  
 publications committee, 201  
 publicity, 21  
 publisher's purpose, 54  
 publishers  
   definition, 8  
   liaison with, 48–9  
   negotiations with, 49, 54–5  
 Publishers Association of New Zealand, 15  
 publishing  
   commercial reality, 19–20  
   getting into, 18  
   single-source, 92–3  
   who's who in, 6–9  
 publishing houses  
   Australia, 4  
   New Zealand, 14  
   roles in, 7  
 publishing industry  
   academic scrutiny, 6  
   Australia, 3–6  
   New Zealand, 14–15  
   trends, 5–6  
*Publishing Perspectives*, 14  
 publishing process, 22–47  
 punctuation, 106–7  
 purpose of the publication, 20, 54  
 putting a job aside, 198  
 qualifications of editors, 17  
 qualifiers, 102  
 quality of the finished product  
   constraints affecting, 55  
   subcontracted work, 206  
 Quark Xpress, 189  
 quotation marks, 108–9  
 quotations, 107–8  
   ellipsis, 108  
   punctuation on, 107  
   spoken word in print, 109  
   standardised spellings, 107  
 quoting, 49, 58, 60, 211  
 racial groups, 43  
 Ramsden, Barbara, 10, 15, 197  
 reader's report, 56–7  
 readers, 9, 23–4  
 readership, 54  
 reading, 23  
   first proofs, 153–4  
   purpose of, 24

- reading skills (editors), 2
- rearranging a structure, 178–9
- record-keeping, 205
- recto pages, 65, 131
  - running heads, 78–9
- references, 135–42
  - accuracy of, 136
  - checking, 136
  - copyediting, 137
  - endnotes and footnotes, 139–41
  - styles, 138–40
  - substantive editing, 136
  - web addresses or URLs, 179
  - See also* citations
- referencing systems, 135
- registering a business name, 205
- religious groups, 44
- remuneration, 5, 14
- repetitive strain injury, 202
- reports
  - prelims in, 131
  - See also* editorial reports;
  - reader's reports
- reproduction
  - requirements for different types of publication, 47
  - suitability of pix for, 116
- resources for on-screen editing, 188–90
- retronyms, 96
- Rosenbloom, Henry, 6, 39
- Rough Edit
  - of everything else, 164
  - of text, 163
- running heads, 78–80, 154, 156
- running sheet, 69
- safety, 201–2
- sales, 20–1
- sample setting, selecting material for, 58
- saving work on screen, 198
  - See also* backing up
- scale (maps), 120, 121
- scanning software, 190
- scheduling, 20, 42, 212–14
  - See also* monitoring your work
- scholarly books, 24
- scholarly essays
  - design brief, 63
- scientific terminology, 111–12
- screen publications, 31
  - accessibility, 88–9
  - applying styles, 162
  - appraisal, 81
  - collaboration, 84
  - content and its management, 86–7, 182
  - conventions, 90–1
  - creating, 180–3
  - creating a structure, 85–6
  - divisions, arrangement and connections, 85
  - dynamic and interactive nature of, 84
  - handheld devices, 91–2
  - illustrations, 123–5, 148
  - keep it simple, 86
  - links, 87–8, 91, 148
  - making a start, 81
  - navigation, 88, 148, 183
  - presentation of information, 85–6
  - proofreading, 147–8, 154
  - PURLs, 41
  - Rough Edit, 163
  - running heads, 78
  - search engine accessibility, 89–90, 183
  - Smooth Edit, 164
  - structure, 84–92
  - substantive editing, 173
  - tables, 126, 128
  - usability testing, 89
  - visual consistency, 148
- search engines, wooing, 89–90, 183
- search function, 148
- second proofs, 158, 166
- secondary keywords, 90
- sections, 76
- security, 192–3
- selecting material for a sample setting, 58
- signposts (texts), 77–8
- signs (public spaces), 31
- single-source publishing, 92–3
- Sky Index, 190
- slander, 39
- small business operations, 204
  - business plan, 205
  - editor as employer, 205
  - insurance, 205
  - registration, tax and records, 205
  - sole trader or partnership, 204
- Smooth Edit, 164
- Snooks, Loma, 11
- social networking, 28
- social networking sites, 215
- social skills (editors), 1

## Index

- societies of editors, 10, 17, 215  
   courses, 19
- software  
   allied programs, 55, 68, 189  
   Microsoft Word, 188–9  
   typical errors, 190
- sole traders, 204
- solidus, 107
- Sony's Reader, 27
- spam, 193
- specialist material, 111–14  
   language editing, 172
- specialist works, 25  
   vocabulary in, 97
- specifications, physical, 54
- spellcheckers, 190
- spelling, 105–6, 107
- spoken word in print, 109
- spyware, 193
- standards for editing practice. *See*  
   *Australian Standards for Editing Practice*
- state libraries, 41
- stereotypic assumptions, 43–4
- Stolen Generations*, 44
- stress, coping with, 202–3
- structural editing, 70  
   *See also* substantive editing
- structure (books), 73–5  
   analysis, 173–4  
   appraisal, 79–83  
   changing the presentation, 180–1  
   divisions, arrangement and  
     connections, 75–80, 173  
   elements, 74  
   imposing, 176–8  
   nature of the publication, 73–4  
   proportions, 74  
   rearranging, 178–9
- structure (screen publications), 84–92  
   content and its management, 86–7  
   conventions, 90–1  
   creating a structure, 85–92  
   ease of access, ease of use, 88–9  
   handheld devices, 91–2  
   links, 87–8, 91  
   navigation, 88  
   wooking search engines, 89–90
- Style Manual*, 30
- style of references, 138–40
- style sheets, 64, 92
- styles  
   applying (on screen), 162
- subcontracting, 205
- subcontractors, 207
- subeditors (newspapers), 29
- subheadings, 164, 174
- submissions, prelims in, 131
- substance, 70–3  
   accuracy, 70–1  
   fiction, 71–2  
   verisimilitude, 72–3
- substantive editing, 35, 70, 172–84  
   arranging the text, 176  
   changing the presentation, 180–1  
   diagrams, 122  
   endnotes and footnotes, 139–41  
   guide to headings, 173–5  
   imposing a structure, 176–8  
   indexes, 142–3  
   rearranging a structure, 178–9  
   references, 136  
   specifications and approval to proceed,  
     173  
   tables, 125–6
- summary of findings (reports), 131
- syntax, 102–3
- table of contents, 131–2  
   comparison with running heads, 79, 80  
   corrections for altered pages, 158
- tables, 125–8, 153, 156, 164  
   appraisal, 125  
   copyediting, 126  
   mark-up, 128  
   placement, 127  
   substantive editing, 125–6
- tactful approach towards authors, 52–3
- taxation, 205
- team players, editors as, 2
- technology, 46
- text  
   arranging, 176  
   boxed, 122  
   integrating pix with, 116–19  
   language, 82  
   overview, 81–2  
   Rough Edit, 163
- text dash, 107
- textbooks, 25
- theses, 42
- they*, 43
- Thorpe Bibliographic Services, 41

- TIFF files, 116  
 time required for the job, estimating, 59–60  
 time-tracking software, 68  
 tone and voice, 103–5  
 Track Changes, 187, 189, 196  
 tracking progress, 68  
 trade (general) publishers, 4, 6  
 trade books, 25  
     production process, 31, 32  
 trade press, 14  
 trade union, 13  
 training, 15, 18–19  
 transcriptions, 109  
 transitions, 77–8  
 translations, 113  
 transliterations, 113  
 transmitting work, 197  
 type specification, 64  
 typesetters, 62, 64  
     production methods, 186  
 typography, 46, 154, 156
- underestimating/underquoting, 60  
 union dues, 14  
 university presses, 4, 15, 24, 139  
 unnecessary words, 101  
 URLs, 179  
 usability testing (screen publications), 89
- variable costs, 208  
 verbs, feeble, 101–2  
 verisimilitude, 72–3  
 version control, 195, 196–7  
 verso pages, 65, 131  
     running heads, 78–9  
 visual consistency, 148  
 visual design, 183  
 vocabulary, 96–7  
 voice and tone, 103–5  
 voice recognition software, 190
- web addresses, 179  
 web content management, 87  
 web design software, 190  
 web designer, 183  
 web pages, style sheets, 92  
 web-based file hosting services, 197  
 websites (freelancers), 84, 215  
*Weekly Book Newsletter*, 14  
*whom*, 99  
 women in publishing, 4, 17  
 word division, 154  
 word list, 64  
 wordcount, 57, 62  
 word processing, 188–9  
 work flows, 212–17  
     getting work, 214–16  
     holidays, 214  
     periods without work, 216–17  
     scheduling, 212–14  
 work that isn't worth it, 203–4  
 working from home, 200, 201  
 workplan, 68  
 workspace, 200  
 workstations, 202  
 World Wide Web, 31, 84  
 wraps, placement, 120  
 Writer (software), 189  
 writing  
     author preferences, 100–1  
     clarity and precision, 94–8  
     common errors, 101–3  
     enumerations, 110–11  
     foreign words and names, 113–14  
     grammatical rules, 98–101  
     quotations, 107–8  
     specialised material, 111–14  
     spelling and punctuation, 105–7  
     spoken word in print, 109  
     voice, tone and pace, 103–5  
 Writing Australia, 4  
 written agreements, 35, 55, 206–7
- XML (Extensible Mark-up Language), 92,  
 93, 189  
 XML authoring tools, 189  
 XML editors, 93  
 XML production, 33, 93
- Zip file format, 197