

1. Record Nr.	UNINA9910158987003321
Autore	Embree Mary <1932->
Titolo	Starting your career as a freelance editor : a guide to working with authors, books, newsletters, magazines, websites, and more // by Mary Embree
Pubbl/distr/stampa	New York, New York : , : Allworth Press, , 2012 ©2012
ISBN	1-62153-597-5
Descrizione fisica	1 online resource (162 pages)
Collana	Starting Your Career
Disciplina	808.027023
Soggetti	Editing - Vocational guidance
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Intro -- Title Page -- Copyright -- Contents -- Introduction -- Chapter 1 Making the Choice -- The Decision to Become an Editor -- The Decision to Freelance -- The Advantages and Disadvantages to Freelancing -- Advanced Study -- Chapter 2 Getting Started -- How I Got Started -- How Others Got Started -- How You Can Get Started -- Chapter 3 Careers in Editing -- Determining the Kind of Editing You Will Do -- Organizations for Freelance Editors -- Chapter 4 Marketing Your Services -- Donating Time and Expertise to Nonprofits -- Speaking and Conducting Workshops -- Networking -- Building Your Business -- Chapter 5 Working with an Author -- At the Beginning -- Manuscript Preparation -- Determining Which Clients to Take -- Estimating Time -- The Structure of a Book -- The Divisions of a Book -- Front Matter -- Back Matter -- How and When to Question an Author -- Offering Guidance -- A Relationship of Confidence -- A Word of Caution -- Chapter 6 Styles and Usage -- Styles -- Punctuation (American style) -- Grammar and Parts of Speech -- Misspellings -- British English Versus American English -- Misused Words -- Chapter 7 Editing Principles -- Copyediting -- Mechanical Editing -- Substantive Editing -- Proofreading -- The Stages of Editing -- Chapter 8 Methods of Editing -- Fact Checking -- Editing on Paper -- Making the Edits on the Computer -- The Mechanics of Editing -- Chapter 9 The Well-Rounded Editor -- The Editor as Consultant --

Editing, Revising, and Rewriting -- Bring Your Editing Up to Date -- Limit the Use of Adjectives, Adverbs, and Qualifiers -- Stay Within Your Comfort Zone -- Preparing a Final Manuscript for Production -- Production Checklist -- Chapter 10 The Business of Freelancing -- Fictitious Business Name -- Seller's Permit -- Accounting -- Small Business Resources -- Legal Guides -- Chapter 11 Preparing Your Office.

Office Furniture and Equipment -- Consultations with Clients -- Office Supplies -- Chapter 12 What Should You Charge? -- Chapter 13 Legal Matters -- Other Legal References -- Copyright Infringement -- Fair Use -- Permission -- Privacy and Releases -- Nondisclosure Agreement -- Chapter 14 Maintaining the Momentum -- The Book Proposal -- Researching -- Chapter 15 Self-Publishing -- How to Publish Your Book Yourself -- Setting Up a Publishing Company -- Preparing a Book for Publication -- Promoting and Selling Your Books -- Self-Publishing Companies -- Resources -- Style Books -- Other References -- Periodicals -- Professional Organizations -- Glossary -- Index.

Sommario/riassunto

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