

The Editorial Process

- Decide on what kind of editor you need.
- Figure out your timeline of due dates.
- Contact editors/request quotes/send samples
 - A short sample helps both the author and editor to see if they are a good fit.
 - Most editors will do a short sample for free.
- Send off manuscript to your editor
 - This should **not** be a first draft
- Wait
 - Familiarize yourself with how to use track changes in Word.
- Receive your manuscript back from editor review all the markup/changes they made or suggested.
 - A good idea is to first read through your manuscript with mark-up turned off, so you can't see the changes made.
- Revise-Go through and make/don't make changes suggested.
 - Contact your editor if you have questions.
 - You do not have to make every change your editor suggests-they are suggestions not commands.
- Edit Revisions then revise(repeat as needed) till final proofread and final finished manuscript.
 - You might need two(or more) different editors
 - Beware of scope creep-you should have clearly defined what the editor is covering. Adding more and more you want them to do is a good way to have a grumpy editor.