

Disruptive Publishing

**Write and Publish
Short
Non-Fiction
KINDLE
EBooks**

Module 4

How to edit like a ninja



2 Key Things to remember

1. Get it written first, THEN get it right.

Get your book written – don't do anything fancy to it – you can fix it up it when it's done.

2. Consistency is key.

Once you do start the editing process, the most important thing for your entire document is consistency. Consistency of font, of page and margin size, of heading orientation, of page numbers, etc.



Format first

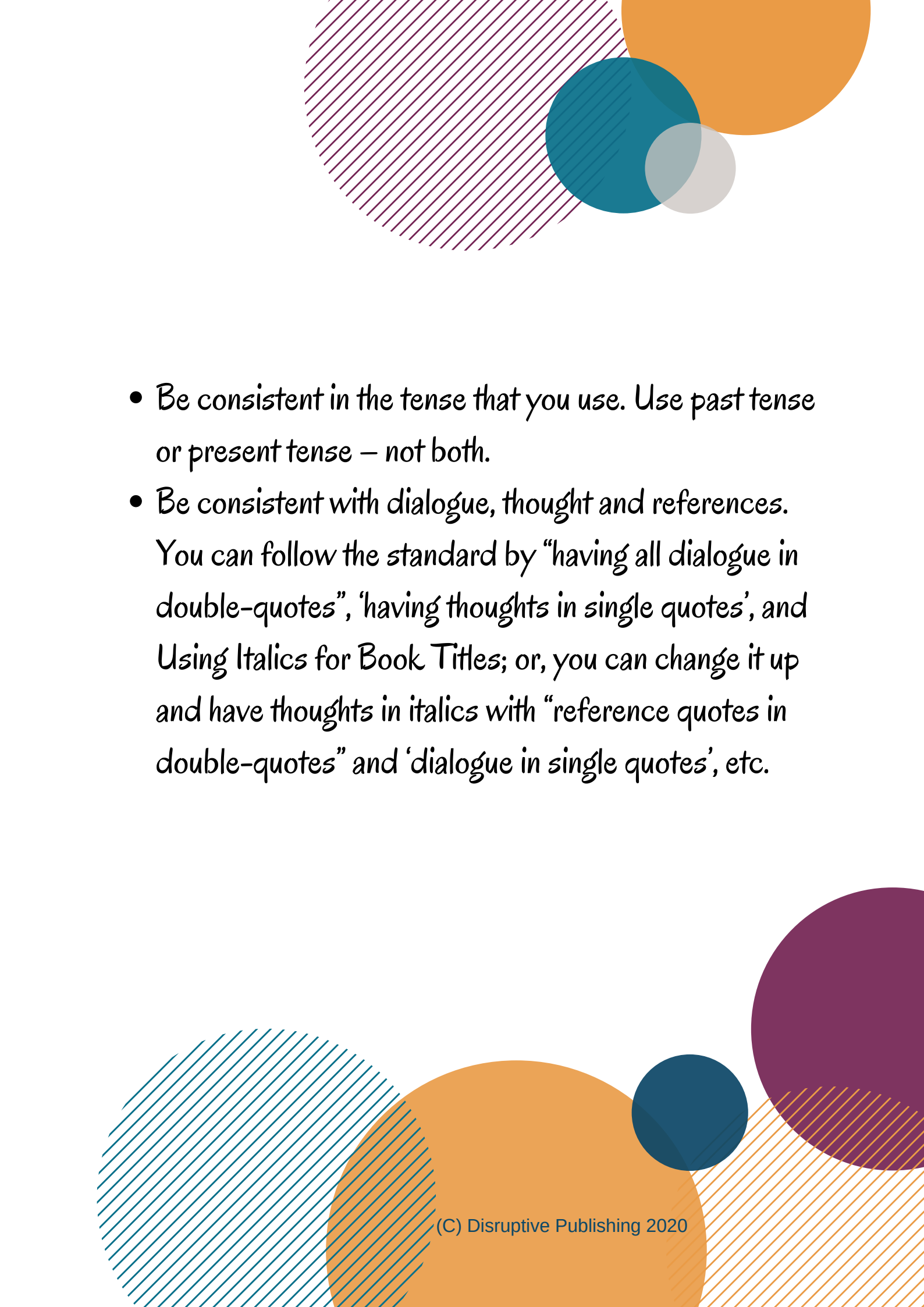
When you format your book, this is the order we find the most natural to follow:


- Page size
- Margin size
- General font style and size (for consistency, we usually preset everything to Calibri, 11pt)
- Paragraph spacing (Left oriented, right oriented, justified? It's up to you)
- Odd/even/next page placement
- Headings and chapter titles, and
- Your Table of Contents.



Spelling and Grammar

- Use English Australia
- Click Book icon to apply
- Hyphenate words in a series of words that describe something, especially when counting. For example, a four-year-old girl or a six-month waiting period.
- Remove double-spaces between words and sentences. In the digital age, this is unnecessary and it often makes your book spacing uneven and can, in some cases, interfere with your layout.
- Ensure you've used the correct versions of words such as your/you're, then/than, there/their/they're etc.

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- Be consistent in the tense that you use. Use past tense or present tense – not both.
 - Be consistent with dialogue, thought and references. You can follow the standard by “having all dialogue in double-quotes”, ‘having thoughts in single quotes’, and Using Italics for Book Titles; or, you can change it up and have thoughts in italics with “reference quotes in double-quotes” and ‘dialogue in single quotes’, etc.

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- Also remember that in some cases, such as when you “make references to things in the middle of a sentence”, the comma/full-stop sits on the outside of the quote.
 - If you are using spoken dialogue, “You should put a comma before the quotation marks, and finish the sentence inside the quotations, like this.”


No matter what you choose to do, the important thing is consistency – ensure you use the same system throughout your entire book.



Flow

Ensuring that your sentences flow is very important – probably the most important – but it's also one of the most important reasons that professional authors hire an editor.

Why? Because this is the part you absolutely cannot do on your own. The human brain is trained to fill in gaps in information automatically and without you noticing; when you read back your own writing, you know your own voice, and you know your own thinking, and you know what you are trying to say – but someone else might have difficulty because they don't have your brain and cannot fill in those gaps in information.



The Solution: have someone else read your manuscript and give you feedback.

The more sets of eyes on your book the better.

We like to ask at least 3 people to read a manuscript and give a testimonial which you can place inside the front of your book and use in your marketing as well



Pretty it up

How do you want your book to look? Things for you to consider:


- Making a Table of Contents using your headers/titles (Always use Heading 1 for chapter titles)
- Positioning of your chapter titles
- Fonts for headers, quotes and/or special sections (avoid cursive fonts and choose ones that are easy to read)
- Which side to start your chapters on
- Sub-headings
- Page numbers
- Picture/table placement
- Page borders
- Bold a particular word or phrase every time you use it, for emphasis.



Final Word

Do not copy and paste into your document. Always use insert for diagrams/pictures.

Once you have received your feedback and taken on board anything that is relevant and you've got your manuscript in the best possible shape, then it is time to give it to an editor to do a copyedit and proofread.



Key Learnings





Lined writing area consisting of 20 horizontal grey lines on a white background.

