

Five Principles of A Thorough Self-Editing Process

with **JoEllen Nordström**

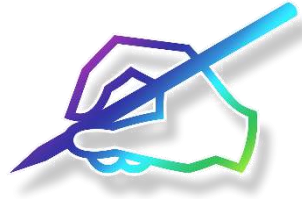
Five Principles of A Thorough Self-Editing Process

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1. Use Self-Editing Tools



Self-Editing tools help you



- Learn to polish your manuscript



- Detect and correct technical writing issues like:
 - Grammar
 - Sentence structure
 - Spelling
 - Punctuation

Self-Editing tools help you



- Complete the basic corrections
- Learn style suggestions
- Express your thoughts/intent
- Recognize your different writing styles
- Self-edit with ease and speed

Online self-editing tool **ProWritingAid**

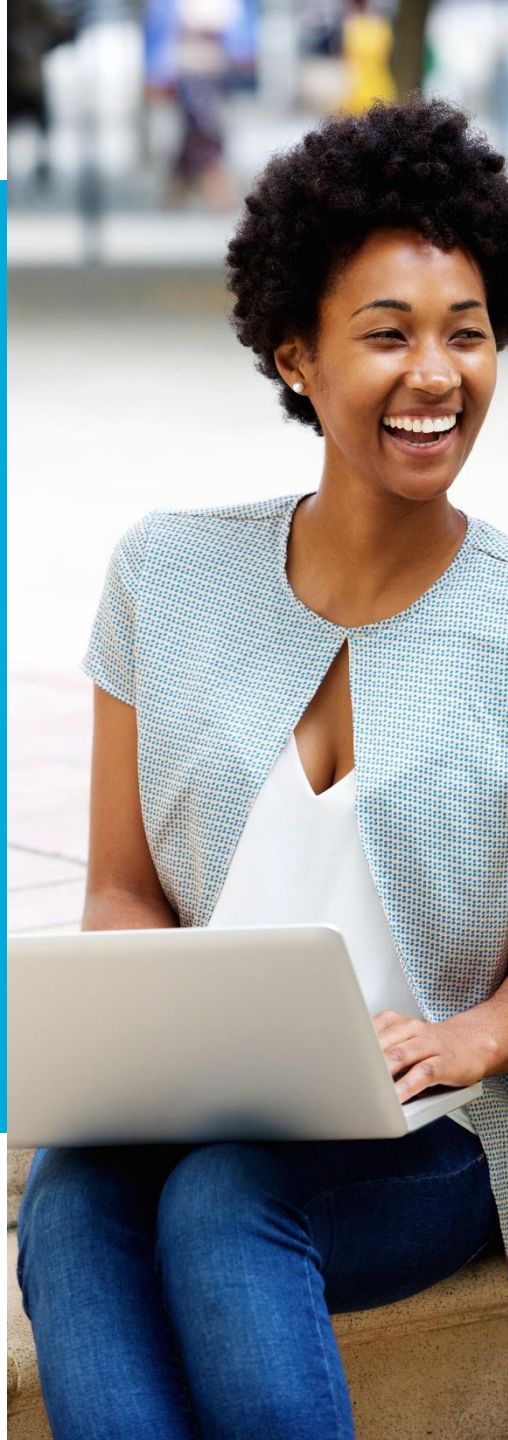


- Edits grammar, spelling, punctuation
- Gives statistics of your writing
- Provides suggestions for mistakes
- Generates a summary report

Use the reports!

[Try ProWritingAid's copy editing tool](#)

2. Start with Self-Editing Basics





Self-Editing Basics

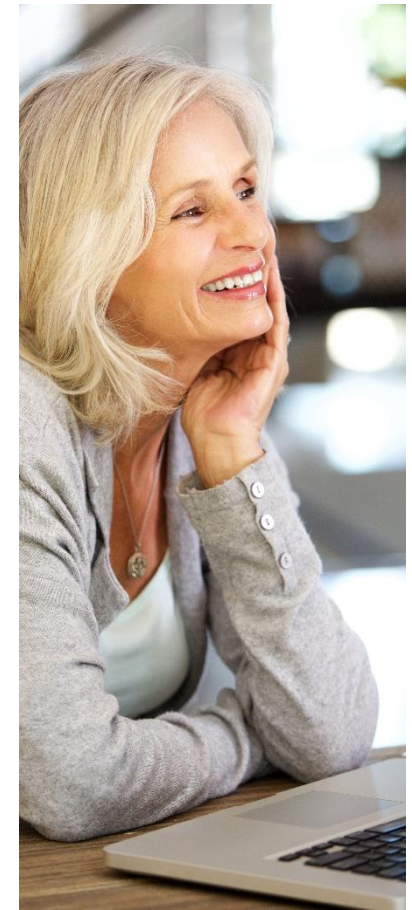
- Don't edit while writing
- Write separately from editing
- Do not edit the manuscript immediately after you write
- Take a break for a week or so before slowly editing

3. Enlist Beta Readers



Beta readers

- Help you find your mistakes honestly
- Read your book to help you catch elementary mistakes
- Get a minimum of three beta readers to ensure enough feedback and suggestions
- Incorporate beta reader suggestions during your second revision





Beta Readers

- Test read your story in advance
- Provide feedback as an average reader
- Serve as a sounding board for emotional impact



Beta Readers

- Have little or no experience writing
- Review only your draft / story
- Are not professionals
- Are not necessary - **OPTIONAL**

4. Focus on Structural Self-Editing & Revisions First





Structural Self-Edit

- Allow excessive time during the self-editing process
- Examine the entire picture of your manuscript
- Remain objective and follow an exact method



Structural Story Editing for Fiction

- Pay close attention to your overall story arc
- Ask objective questions about the purpose and effectiveness of your details
- Try a self-editing tool
- Use a comprehensive checklist & process for accuracy

Online editing tool **StoryTeller**



- Useful for basic self-editing approach
- Very helpful to experienced writers
- Speeds up the self-editing process
- Has a learning curve (FYI for those who are not technically proficient)

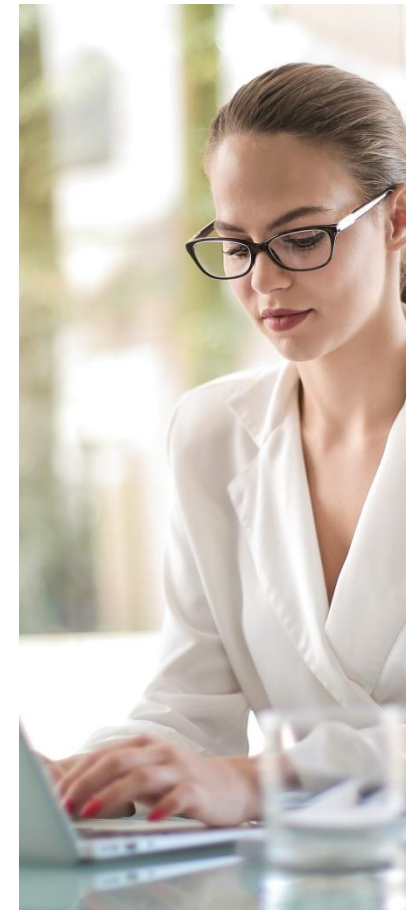
DIY with [38 Story Elements Series](#) on YouTube

After Self-Editing Use *Certified* Structural Editors

- Help with your *final* structural edit
 - professional editor
 - licensed software
 - 38 point checklists + MORE!
- Give additional feedback
- Have publishing insight to share
- Edit based on their expertise and past success with other authors

**For a strong story & manuscript,
have a professional finish the structural edit.**

www.FirstEditing.com





Structural Self-Editing for Non-Fiction

- Ensure your audience is engaged and your writing style appeals to the intended audience
- Always write towards your goal
- Use effective call-to-actions in the manuscript

Structural Self-Editing for Non-Fiction

- Back all your statements with proof or examples
- Use memorable stories to engage your readers & help them remember

After self-editing your nonfiction,
use an experienced **Book Coach** to
review & approve your structural
presentation



Structural Self-Editing for Research

- Edit your manuscript for clarity
- Follow the guidelines
- Keep sentences short and simple
- Use only necessary adjectives and adverbs
- Limit paragraph lengths
- Focus on one idea
- Support all your statements

Structural Self-Editing for Research

- Avoid dependent clauses for clarity and simplicity
- Speak as an authority
- Limit anything seen as an inexperienced opinion

After self-editing, get a pre-review
with a [PhD Editor](#) *before* submitting
for official review and approval

5. Final Copy Edits and Proofreading





Final Copy Edits & Proofreading

- Self-edit again & again
- Use an online editing tool like **ProWritingAid**
- [Run a report](#)
- Contact a professional for the last rounds

Just click the button inside ProWritingAid's software

ProWritingAid's online self-editing tool

The screenshot shows the ProWritingAid online self-editing tool interface. At the top, there is a dark teal navigation bar with the following elements from left to right: a 'Menu' icon, the text 'Menu', the text 'Reports' (which is underlined), the text 'Settings' with a small flag icon, and a 'Help' icon with an information symbol. Below the navigation bar is a toolbar with various editing tools, each with an icon and a label. The tools are grouped into three categories: 'Core', 'Repeats', and 'Structure'. The 'Core' group includes Realtime, Summary, Style, Grammar, Thesaurus, and Overused. The 'Repeats' group includes Combo, All Repeats, and Echoes. The 'Structure' group includes Structure, Length, Transition, and More Reports. The main editing area is a large white box with a light gray border. It contains the text: 'Professional editors transform your writing from good to great!' followed by a vertical line and the signature 'Warm regards, JoEllen Nordström, FirstEditing.com'. On the right side of the editing area, there is a vertical sidebar with a scroll bar and a user profile icon. A large orange arrow points from the main text area towards the user profile icon.

Menu Reports Settings Help

Realtime Summary Style Grammar Thesaurus Overused Combo All Repeats Echoes Structure Length Transition More Reports

Core Repeats Structure

Professional editors transform your writing from good to great!

Warm regards,
JoEllen Nordström
FirstEditing.com



Final Self-Edits & Proofreading

- Complete all levels of editing
 1. Structural editing
 2. Line editing
 3. Copy editing
- Revise – revise – revise!
- Format your manuscript with the help of publisher or agent
- Upload to a platform like **Kobo Writing Life**



Self-Edit Like a Structural Editor

Review in-depth your proposal, ideas, statements, details, organization, and references.

Ensure your substance contributes positively to your document's entire presentation and purpose.

Use a checklist for focus and accuracy.



Revise/Self-Edit Like a Line Editor

Smooth inconsistent speech, style, and thematic variances to ensure your manuscript achieves a professional level of readability.

Adjust your language tone and usage. Be consistent so your writing appeals to your audience.

Remove overused, redundant, or extraneous words as well as run-on sentences. Correct unnatural phrasing or inappropriate transitions for clarity.

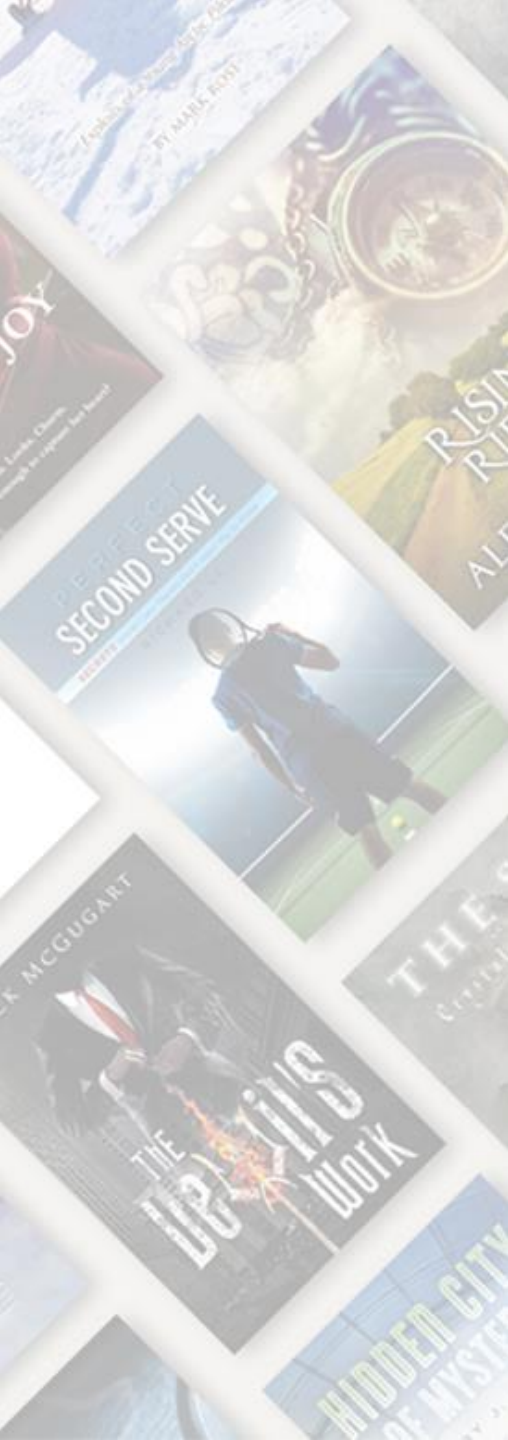
Make important in-line corrections.



Self-Edit Like a Copy Editor

Always do a FINAL technical review of your manuscript.

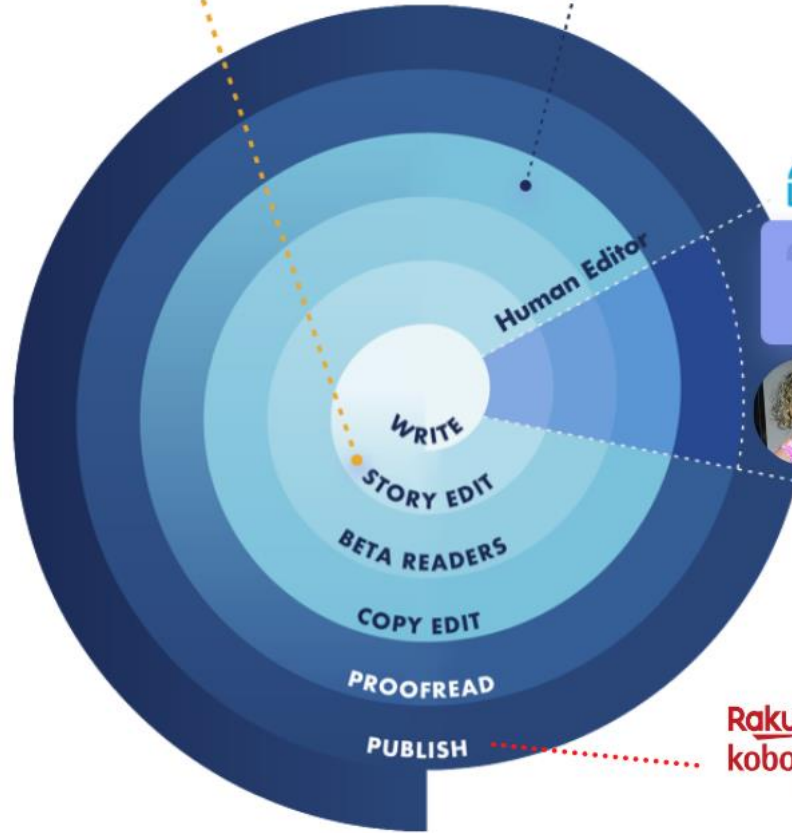
Correct your grammar, spelling, and punctuation errors *prior to formatting*.



 **Fictionary**



ProWritingAid



FirstEditing



Rakuten
kobo



First Editing

- Then Publishing!



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