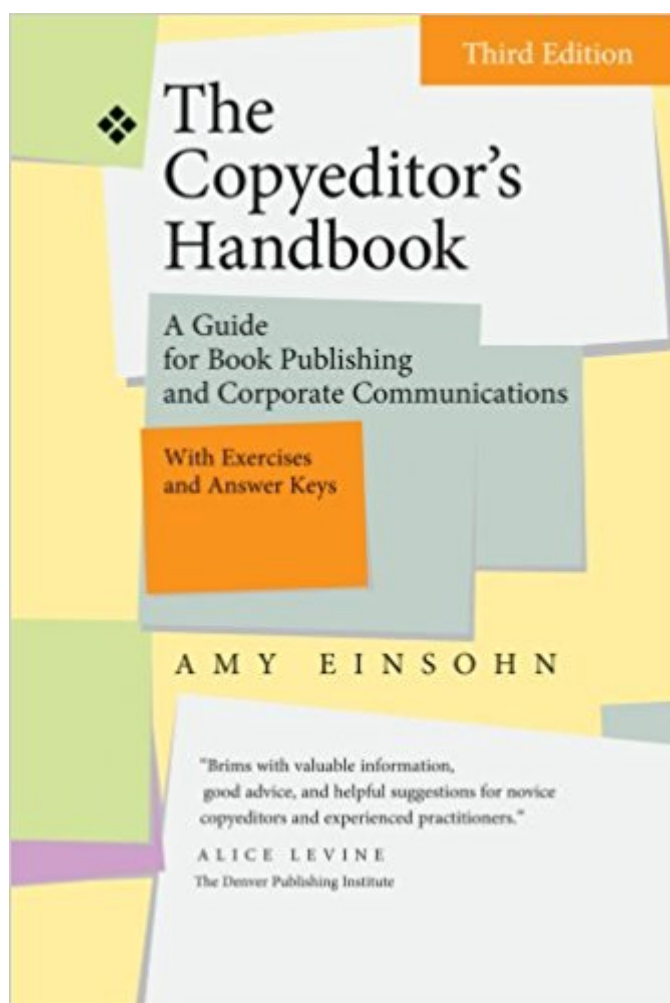


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# The Copyeditor's Handbook: A Guide For Book Publishing And Corporate Communications



## Synopsis

The Copyeditor's Handbook is a lively, practical manual for newcomers to publishing and for experienced editors who want to fine-tune their skills or broaden their understanding of the craft. This book may be used for self-instruction or as a textbook in copyediting classes. The exercises are accompanied by answer keys and detailed line-by-line explanations. The third edition features&#149; Updates reflecting the 16th edition of The Chicago Manual of Style and the most current editions of other major style manuals.&#149; Additional updates to register technology-driven changes in onscreen editing procedures and typesetting.&#149; A revised chapter on resources for editors.&#149; Expanded bibliography and glossary.

## Book Information

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## Customer Reviews

“A practical manual for revising professional papers to all who wish to further their knowledge and develop their skills.” (Detroit Legal News 2011-09-21)

Praise for the first and second editions: "The Copyeditor's Handbook brims with valuable information, good advice, and helpful suggestions for novice copyeditors and experienced practitioners. It is comforting to know that current and future copyeditors will be able to turn to this handbook. I'm placing this work, which fills a huge gap in the literature, right beside my dictionary, and will highly recommend it to all my colleagues and students." &#151;Alice Levine, Lecturer, The Denver Publishing Institute, and freelance editor "A definite 'must have' for the beginning to intermediate editor or author, and even the experienced editor. An indispensable reference tool."

&#151;Kim Hawley, President, The Chicago Book Clinic "This is the book that every teacher of editing has been waiting for: thorough, clear, authoritative, up-to-date, and sane." &#151;Beth Luey, Director, Scholarly Publishing Program, Arizona State University "This book warms the cockles of the copyediting heart. It is thorough, useful, helpful, and smart. And it fills a huge vacuum." &#151;Constance Hale, author of *Sin and Syntax* and *Wired Style* "An excellent resource. The Copyeditor's Handbook should sit on every business editor's shelf, next to the in-house style guide." &#151;Erika Henik, Research Publications Manager, Banc of America Securities LLC "The first three chapters alone are worth the cover price. It's a book that acknowledges an assortment of vexing copyediting questions and offers multiple answers to most of them." &#151;Gary Hernandez, Technical Communication "An excellent textbook to teach the essentials of copyediting. An excellent reference work for workplace writing." &#151;Mark Armstrong, Business Communication Quarterly "Straightforward, sound advice for beginning or intermediate copyeditors working with pencil or online." &#151;Priscilla S. Taylor, *The Editorial Eye* "Lays out the copyeditor's obligations with humor, style, and perspective." &#151;Walter Pagel, Science Editor

.Reviewed by C. J. Singh (Berkeley, CA).While teaching UC Berkeley's courses in "The Professional Sequence in Editing," I regularly assigned selected exercises in this book's earlier editions as preparation for more complex exercises in class. The students' evaluations of the book were always favorable. This edition presents a fast-track introduction to the many changes in the Chicago Manual of Style, sixteenth edition, 2010. I particularly appreciate the handbook's references to the Æ Merriam-Webster's Dictionary of English Usage. (See my review of this great usage dictionary on .) Ever since its publication in 1989, I have regularly enjoyed reading MWDEU's scholarly entries. These 2300 entries, often witty, drawn mainly from literary sources are a refreshing contrast to Garner's stridently prescriptive injunctions in the Chicago Manual, drawn mainly from journalistic sources. The inclusion of complete keys to the handbook's exercises make it an excellent workbook for self-teaching or reviewing the basics of professional copyediting.

I was reluctant to order this as it is expensive, but I have not stopped using it since it arrived. I was sorry that I waited! This book is worth its weight in gold, and in advice. It is timely, easy to use, helpful, well-written, and a great supplement to CMA, Garner's, and any other reference you may be using. I love it!

I'm only 100 pages in, and I've already learned a great deal. I LOVE THIS BOOK! It's engaging, it

gives examples, comparisons and quizzes, solid information, and recommendations for further study. So far it's teaching me how to more critically read, catch things I wouldn't normally notice or think twice about, and be more aware of continuity in my own writing. I never thought a non-fiction guide to writing would be a gripping summer read, but it IS. Worth every penny. As I progress as a writer, I'll likely keep this book handy, and reach for it often. If you're a writer, a student of writing, a writer wanna-be, a proofreader, editor, someone in the publishing industry, someone who wants to be in the publishing industry, a blogger, closet novelist or someone who types up the occasional office memo, you should READ THIS BOOK. It will be a great companion to some of the style/reference guides it frequently cites. Two enthusiastic thumbs up! Thanks for reading. S

This book is an absolute lifesaver. I use it when my clients disagree with my editing choices because it references all of the major style guides simultaneously, which saves me a lot of time.

I had done some proofreading and editing, but not at a career, and so learned a whole lot from this book. The examples and exercises were very beneficial to me. I liked how this book made the distinction between what were fixed rules and what were only matters of opinion or preference. The one thing that I found a little funny was on page 406. In the section about bias-free language and explaining that we should not assume that all pioneers or rock musicians are men, the very next page then urges caution when using sports metaphors, because they may "make some women feel that they are not part of the intended audience." That to me is funny! In the section about bias-free language, the author seems to tell us that only men can understand sports metaphors. Rather than saying that those who do not follow sports may not understand sports metaphors, the author specifically says that the reason to be careful is that some women may not understand sports metaphors. Other than that, I thought that the book was very helpful and I am glad that I read it.

My standard for editing

Super helpful for folks who create content for either themselves or clients. Many clients have different requirements for footnoting, grammar, and punctuation, just to name a few of the many, and this is like a bible of sorts with all the information in one place. It's saved hours of Googling because everything is in one place. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*

Wish I'd had this years ago when I first started editing. Even now that I have several years of job experience this handbook serves as a great resource. The short quizzes that end each chapter are a fun way to test your skills and stay sharp. Overall very well organized, logical, with clear and even-handed discussions of complex and controversial topics. This is not intended to be a prescriptive guide to punctuation and grammar -- although common pitfalls and the essentials are there -- but instead provides a detailed step-by-step how-to that those new to the field especially will appreciate. Highly recommended.

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