Writing And Editing For Digital Media

Whether working in a traditional newsroom or as a one-person blogging operation, every good writer needs to become his or her own best editor. Editing for the Digital Age provides editors and writers with the tools necessary to ensure that published material is accurate, readable, and complete. The book provides guidance in copy editing fundamentals, including correcting grammar, conforming the writing to a style guide, and revising material so that it is tightly written and clear. The text is designed for todays digital publishing landscape and addresses the many issues writers and editors now face on a daily basishandling legal issues such as liability, copyright, and libel; writing headlines that will attract readers; creating multimedia packages to support an article or post; and using various forms of social media to curate content and connect with audience members. Chapters focus on key areas and themes for editing in the digital age, and "Write Right" writing and grammar exercises are woven into every chapter to progressively build students editing skills. Writers talk about their work in many ways: as an art, as a calling, as a lifestyle. Too often missing from these conversations is the fact that writing is also a business. The reality is, those who want to make a full- or part-time job out of writing are going to have a more positive and productive career if they understand the basic business principles underlying the industry. The Business of Being a Writer offers the business education writers need but so rarely receive. It is meant for early-career writers looking to develop a realistic set of expectations about making money from their work or for working writers who want a better understanding of the industry. Writers will gain a comprehensive picture of how the publishing world works—from queries and agents to blogging and advertising—and will learn how they can best position themselves for success over the long term. Jane Friedman has more than twenty years of experience in the publishing industry, with an emphasis on digital media strategy for authors and publishers. She is encouraging without sugarcoating, blending years of research with practical advice that will help writers market themselves and maximize their writing-related income. It will leave them empowered, confident, and ready to turn their craft into a career.

An all-in-one resource on writing, organizing, and delivering Web content After nearly a decade of experimentation, Web professionals now know that bells and whistles alone do not make a successful Web site. More than anything, strong and seamlessly integrated content attracts customers and keeps them coming back. Coauthored by a new media development expert and an award-winning writer, this book arms professionals with a complete blueprint and a set of best practices for writing, organizing, and delivering Web content. A one-stop resource for Webmasters, content developers, project managers, and editors, it covers all the bases-from key technical considerations to the principles of professional copywriting. Companion Web site includes resource listings and updates.

Hundreds of books have been written on the art of writing. Here at last is a book by two professional editors to teach writers the techniques of the editing trade that turn promising manuscripts into published novels and short stories. In this completely revised and updated second edition, Renni Browne and Dave King teach you, the writer, how to apply the editing techniques they have developed to your own work. Chapters on dialogue, exposition, point of view, interior monologue, and other techniques take you through the same processes an expert editor would go through to perfect your manuscript. Each point is illustrated with examples, many drawn from the hundreds of books Browne and King have edited.

Writing and Editing for Digital Media teaches students how to write effectively for digital spaces--whether writing for an app, crafting a story for a website, blogging, or using social media to expand the conversation. The lessons and exercises in each chapter help students build a solid understanding of the ways that digital communication has introduced opportunities for dynamic storytelling and multi-directional communication. With this accessible guide and accompanying website, students learn not only to create content, but also to become careful, creative managers of that content. Updated with contemporary examples and pedagogy, including examples from the 2016 presidential election, and an expanded look at using social media, the third edition broadens its scope, helping digital writers and editors in all fields, including public relations, marketing, and social media management. Based on Brian Carroll's extensive experience teaching a course of the same name, this revised and updated edition pays particular attention to opportunities presented by the growth of social media and mobile media. Chapters aim to: Assist digital communicators in understanding the socially networked, increasingly mobile, always-on, geomapped, personalized media ecosystems; Teach communicators to approach storytelling from a multimedia, multi-modal, interactive perspective; Provide the basic skill sets of the digital writer and editor, skill sets that transfer across all media and most communication and media industries, and to do so in specifically journalistic and public relations contexts; Help communicators to put their audiences first by focusing attention on user experience, user behavior, and engagement with their user bases; Teach best practices in the areas of social media strategy, management, and use.

The fourth edition of Watch Your Words incorporates current Associated Press style and a new guide to basic editing principles. As an accessible handbook for mastering baseline knowledge of punctuation, grammar, and usage, it is ideal for quick use in the classroom and the newsroom.

The Start-to-Finish, Best-Practice Guide to Implementing and Using DITA Darwin Information Typing Architecture (DITA) is today's most powerful toolbox for constructing information. By implementing DITA, organizations can gain more value from their technical documentation than ever before. Now, three DITA pioneers offer the first complete roadmap for

successful DITA adoption, implementation, and usage. Drawing on years of experience helping large organizations adopt DITA, the authors answer crucial questions the "official" DITA documents ignore, including: Where do you start? What should you know up front? What are the pitfalls in implementing DITA? How can you avoid those pitfalls? The authors begin with topic-based writing, presenting proven best practices for developing effective topics and short descriptions. Next, they address content architecture, including how best to set up and implement DITA maps, linking strategies, metadata, conditional processing, and content reuse. Finally, they offer "in the trenches" solutions for ensuring quality implementations, including guidance on content conversion. Coverage includes: Knowing how and when to use each DITA element–and when not to Writing "minimalist," task-oriented information that quickly meets users' needs Creating effective task, concept, and reference topics for any product, technology, or service Writing effective short descriptions that work well in all contexts Structuring DITA maps to bind topics together and provide superior navigation Using links to create information webs that improve retrievability and navigation Gaining benefits from metadata without getting lost in complexity Using conditional processing to eliminate redundancy and rework Systematically promoting reuse to improve quality and reduce costs Planning, resourcing, and executing effective content conversion Improving quality by editing DITA content and XML markup¿ If you're a writer, editor, information architect, manager, or consultant who evaluates, deploys, or uses DITA, this book will guide you all the way to success. Also see the other books in this IBM Press series: Developing Quality Technical Information: A Handbook for Writers and Editors The IBM Style Guide: Conventions for Writers and Editors

#1 NATIONAL BESTSELLER * INSTANT NEW YORK TIMES BESTSELLER "T. J. Newman has written the perfect thriller! A must-read." —Gillian Flynn "Stunning and relentless. This is Jaws at 35,000 feet." —Don Winslow "Falling is the best kind of thriller…Nonstop, totally authentic suspense." —James Patterson "Amazing...Intense suspense, shocks, and scares...Chilling." —Lee Child You just boarded a flight to New York. There are one hundred and forty-three other passengers onboard. What you don't know is that thirty minutes before the flight your pilot's family was kidnapped. For his family to live, everyone on your plane must die. The only way the family will survive is if the pilot follows his orders and crashes the plane. Enjoy the flight.

Today's researchers have access to more information than ever before. Yet the new material is both overwhelming in quantity and variable in quality. How can scholars survive these twin problems and produce groundbreaking research using the physical and electronic resources available in the modern university research library? In Digital Paper, Andrew Abbott provides some much-needed answers to that question. Abbott tells what every senior researcher knows: that research is not a mechanical, linear process, but a thoughtful and adventurous journey through a nonlinear world. He breaks library research down into seven basic

and simultaneous tasks: design, search, scanning/browsing, reading, analyzing, filing, and writing. He moves the reader through the phases of research, from confusion to organization, from vague idea to polished result. He teaches how to evaluate data and prior research; how to follow a trail to elusive treasures; how to organize a project; when to start over; when to ask for help. He shows how an understanding of scholarly values, a commitment to hard work, and the flexibility to change direction combine to enable the researcher to turn a daunting mass of found material into an effective paper or thesis. More than a mere how-to manual, Abbott's guidebook helps teach good habits for acquiring knowledge, the foundation of knowledge worth knowing. Those looking for ten easy steps to a perfect paper may want to look elsewhere. But serious scholars, who want their work to stand the test of time, will appreciate Abbott's unique, forthright approach and relish every page of Digital Paper.

WWW may be an acronym for the World Wide Web, but no one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter The Yahoo! Style Guide. From Yahoo!, a leader in online content and one of the most visited Internet destinations in the world, comes the definitive reference on the essential elements of Web style for writers, editors, bloggers, and students. With topics that range from the basics of grammar and punctuation to Web-specific ways to improve your writing, this comprehensive resource will help you: - Shape your text for online reading - Construct clear and compelling copy - Write eye-catching and effective headings - Develop your site's unique voice - Streamline text for mobile users - Optimize webpages to boost your chances of appearing in search results - Create better blogs and newsletters - Learn easy fixes for your writing mistakes - Write clear user-interface text This essential sourcebook—based on internal editorial practices that have helped Yahoo! writers and editors for the last fifteen years—is now at your fingertips.

Editing is often seen as one item on a list of steps in the writing process—usually put somewhere near the end, and often completely crowded out of writer's workshop. Too many times daily editing lessons happen in a vacuum, with no relationship to what students are writing. In Everyday Editing, Jeff Anderson asks teachers to reflect on what sort of message this approach sends to students. Does it tell them that editing and revision are meaningful parts of the writing process, or just a hunt for errors with a 50/50 chance of getting it right—comma or no comma? Instead of rehearsing errors and drilling students on what's wrong with a sentence, Jeff invites students to look carefully at their writing along with mentor texts, and to think about how punctuation, grammar, and style can be best used to hone and communicate meaning. Written in Jeff's characteristically witty style, this refreshing and practical guide offers an overview of his approach to editing within the writing workshop as well as ten detailed sets of lessons covering everything from apostrophes to serial commas. These lessons can be used throughout the year to replace Daily Oral Language or error-based editing strategies with a more effective method for improving student writing.

Since 2001 William Germano's Getting It Published has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. But a lot has changed in the past seven years. With the publishing world both more competitive and mor...

At last, direct from the trenches, here's the book technical editors have been waiting for. Unlike other guides which review grammar and spelling—but don't address the special challenges of technical editing—this lively, practical book deals with the real-world problems, issues, and decisions that face technical editors and writers.In this book you'll get tips for preparing a style guide technical writers will want to use. You'll find checklists of what to look for during different types of editorial reviews, learn how to make the transition from traditional to desktop publishing, and see how you can build true usability into printed and online documentation. Enhanced by real examples, case studies, and practical techniques, these flexible and pragmatic solutions go far beyond the mechanics of marking up manuscripts. You get guidance that will help you decide how heavily to edit, how to manage and track large projects, and even how to position yourself for the future when software will handle the copy editing.Whether you edit technical documentation for a living, write technical material, or review the work of others, this book helps you improve your skills and your understanding of the technical editing function.

Editing is a tricky business. It requires analytical flair and creative panache, the patience of a saint and the vision of a writer. Transforming a manuscript into a book that edifies, inspires, and sells? That's the job of the developmental editor, whose desk is the first stop for many manuscripts on the road to bookdom—a route ably mapped out in the pages of Developmental Editing. Author Scott Norton has worked with a diverse range of authors, editors, and publishers, and his handbook provides an approach to developmental editing that is logical, collaborative, humorous, and realistic. He starts with the core tasks of shaping the proposal, finding the hook, and building the narrative or argument, and then turns to the hard work of executing the plan and establishing a style. Developmental Editing includes detailed case studies featuring a variety of nonfiction books—election-year polemic, popular science, memoir, travel guide—and authors ranging from first-timer to veteran, journalist to scholar. Handy sidebars offer advice on how to become a developmental editor, create effective illustration programs, and adapt sophisticated fiction techniques (such as point of view, suspense, plotting, character, and setting) to nonfiction writing. Norton's book also provides freelance copyeditors with a way to earn higher fees while introducing more creativity into their work lives. It gives acquisitions, marketing, and production staff a vocabulary for diagnosing a manuscript's flaws and techniques for transforming it into a bestseller. And perhaps most importantly, Developmental Editing equips authors with the concrete tools they need to reach their audiences.

"This book will show you how to prepare and submit files to a print-on-demand self-publishing service that is part of the Amazon group of companies--a self-publishing service that you can trust, which requires virtually no investment (just a few dollars for the cost of your book, plus shipping). Following the steps outlined in this guide, your book can be selling in as little as a week once your manuscript is completed."--from back cover.

Scientific writing is often dry, wordy, and difficult to understand. But, as Anne E. Greene shows in Writing Science in Plain English,writers from all scientific disciplines can learn to produce clear, concise prose by mastering just a few simple principles. This short, focused guide presents a dozen such principles based on what readers need in order to understand complex

information, including concrete subjects, strong verbs, consistent terms, and organized paragraphs. The author, a biologist and an experienced teacher of scientific writing, illustrates each principle with real-life examples of both good and bad writing and shows how to revise bad writing to make it clearer and more concise. She ends each chapter with practice exercises so that readers can come away with new writing skills after just one sitting. Writing Science in Plain English can help writers at all levels of their academic and professional careers—undergraduate students working on research reports, established scientists writing articles and grant proposals, or agency employees working to follow the Plain Writing Act. This essential resource is the perfect companion for all who seek to write science effectively.

Do your sentences sag? Could your paragraphs use a pick-me-up? If so, The Writer's Diet is for you! It's a short, sharp introduction to great writing that will help you energize your prose and boost your verbal fitness. Helen Sword dispenses with excessive explanations and overwrought analysis. Instead, she offers an easy-to-follow set of writing principles: use active verbs whenever possible; favor concrete language over vague abstractions; avoid long strings of prepositional phrases; employ adjectives and adverbs only when they contribute something new to the meaning of a sentence; and reduce your dependence on four pernicious "waste words": it, this, that, and there. Sword then shows the rules in action through examples from William Shakespeare, Emily Dickinson, Martin Luther King Jr., John McPhee, A. S. Byatt, Richard Dawkins, Alison Gopnik, and many more. A writing fitness test encourages you to assess your own writing and get immediate advice on addressing problem areas. While The Writer's Diet is as sleek and concise as the writing ideals contained within, this slim volume packs a powerful punch. With Sword's coaching writers of all levels can strengthen and tone their sentences with the stroke of a pen or the click of a mouse. As with any fitness routine, adhering to the rules requires energy and vigilance. The results, however, will speak for themselves.

This pragmatic text helps students master the craft of copy editing--including both the editing skills and the "people skills" essential to professional success. Experienced newspaper copy editor and professor John Russial covers the fundamentals and more: how to edit for grammar, punctuation, usage, and style; attend to broader issues of fairness and focus; develop strong headlines and other display elements; and work collaboratively with reporters, other editors, and designers. Special attention is given to the copy editor's role as critical thinker and coach as well as resident wordsmith. Throughout, proven editing strategies are explained and numerous concrete examples and practical tips offered.

Learn to report, write, and edit for online media with ONLINE JOURNALISM with InfoTrac®! Created specifically with the Internet in mind, this communication text will help you explore the writing opportunities associated with online media. Interviews with online professionals are included throughout the text to give you an idea of exactly what the job of the online journalist entails. A comprehensive Web site helps keep the book up to date and provides additional material, including sound clips of some of the book's interviewees.

Based on interviews with actual workplace writers and editors, this unique text/workbook teaches editing approaches and skills that writers can apply to their own or others' documents. Outlines a process to identify and solve problems and helps readers develop the ability to explain their editing decisions. Features 136 different kinds of exercises. Contains special chapters on editing on-line documentation, graphics, document design, and on international and intercultural issues, as well as 16 different checklists that can be applied to developmental editing, copyediting, and proofreading. For anyone interested in editing or copyediting; professional, technical, science,

business, or nursing writing; or nonfiction writing.

As traditional newsrooms staffed by journalists and managed by experienced editors become less and less common, there is an even greater need for all types of professional writers to be fluent in the editorial process. Dynamics of Media Editing emphasizes the broad value of editing as both a tool for journalistic management and an essential skill for individual writers of all stripes. Author Vince F. Filak recognizes editing as an essential process for improving the quality of published writing, something that is relevant and essential to investigative journalists, social media interns, celebrity bloggers, and everyone in between. By organizing the book around skills and by platforms, Dynamics of Media Editing shows students how the basic principles of good editing work across disciplines and media platforms. Key Features The emphasis on transferrable skills and multiple platforms shows students how to use the basic principles of good editing for journalism, PR, advertising, or social media marketing. The book takes a broad approach to editing, demonstrating that it's not just a skill for managers at newspapers, but rather an essential process for improving all aspects of published writing. This addresses a critical course challenge, in that many students don't see the relevance of editing in their planned careers. The audience-centric method emphasizes the need to engage one's audience in order to be a successful writer. "Helpful Hints" boxes provide easy-to-consult lists of dos and don'ts for good writing. "Thoughts From a Pro" boxes allow media professionals from a variety of backgrounds to demonstrate the essential function of the editing process in the workplace. Instructors, sign in at study.sagepub.com/filakediting for test banks, additional exercises, and more! Essays by a literary master illuminate the nature of writing, and offer concrete advice on the art of composition Excel at editing! The editor's job encompasses much more than correcting commas and catching typos. Your chief mission is to help writers communicate effectively--which is no small feat. Whether you edit books, magazines, newspapers, or online publications, your ability to develop clear, concise, and focused writing is the key to your success. The Editor's Companion is an invaluable guide to honing your editing skills. You'll learn about editing for: • CONTENT: Analyze and develop writing that is appealing and appropriate for the intended audience. • FOCUS: Ensure strong beginnings and satisfying endings, and stick with one subject at a time. • PRECISE LANGUAGE: Choose the right words, the right voice, and the right tense for every piece. • GRAMMAR: Recognize common mistakes in punctuation, parts of speech, and sentence structure--and learn how to avoid them. You'll also find valuable editing resources and checklists, advice on editorial relationships and workflow, and real-life samples of editing with explanations of what was changed and why. The Editor's Companion provides the tools you need to pursue high quality in editing, writing, and publishing--every piece, every time.

If your success at work or in school depends on your ability to communicate persuasively in writing, you'll want to get Good with Words. Based on a course at the University of Michigan Law School students have called "hands down the best class I have taken in law school," "perhaps the most important course I took," and "always dynamic and interesting," the book brings together a collection of concepts, exercises, and examples that have also helped improve the advocacy skills of people pursuing careers in many other fields--from marketing, to management, to medicine.

When a dissertation crosses my desk, I usually want to grab it by its metaphorical lapels and give it a good shake. "You know something!" I would say if it could hear me. "Now tell it to us in language we can understand!" Since its publication in 2005, From Dissertation to Book has helped thousands of young academic authors get their books beyond the thesis committee and into the hands of interested publishers and general readers. Now revised and updated to reflect the evolution of scholarly publishing, this edition includes a new chapter arguing that the future of academic writing is in the hands of young scholars who must create work that meets the broader expectations of readers rather than

the narrow requirements of academic committees. At the heart of From Dissertation to Book is the idea that revising the dissertation is fundamentally a process of shifting its focus from the concerns of a narrow audience—a committee or advisors—to those of a broader scholarly audience that wants writing to be both informative and engaging. William Germano offers clear guidance on how to do this, with advice on such topics as rethinking the table of contents, taming runaway footnotes, shaping chapter length, and confronting the limitations of jargon, alongside helpful timetables for light or heavy revision. Germano draws on his years of experience in both academia and publishing to show writers how to turn a dissertation into a book that an audience will actually enjoy, whether reading on a page or a screen. Germano also acknowledges that not all dissertations can or even should become books and explores other, often overlooked, options, such as turning them into journal articles or chapters in an edited work. With clear directions, engaging examples, and an eye for the idiosyncrasies of academic writing, From Dissertation to Book reveals to recent PhDs the secrets of careful and thoughtful revision—a skill that will be truly invaluable as they add "author" to their curriculum vitae.

I believe most of us have stories to tell: from our own lives and experiences; from things we've seen and heard; from dreams and ideas that just pop in on dark nights and lazy afternoons. Probably nothing starts a story quite as well as actually being awake when the storm hits and the lightning is flashing or on a quiet morning with a cup of coffee while taking the time to simply see life around us.Writing takes the courage to put ourselves down on paper where others can criticize and poke fun. It also takes the desire to reach and inspire others with word pictures; pictures that will enable them to see beyond the moment, to go beyond their own space, and to dream. Sometimes, the only thing that keeps us going on the project is that this story, this work of art, is coming from our heart and it simply has to come out and be laid gently, lovingly, even tearfully, on paper where at least we can see it. But, we've kept at it and it's now sitting there, and the question again is, Now What? How are you going to take this brainchild of yours and get it into the hands of people you know will love it and benefit from it as much as you have? What are you going to experience along this journey and how will you get through the experience with your heart and mind and soul still relatively intact?Oxford's Dictionary describes writing as "the activity or skill of marking coherent words on paper and composing text" and "the activity or occupation of composing text for publication."Creative writing is any writing that goes beyond the framework of "normal" writing such as professional treatises, letters to friends, etc. It's usually identified by its emphasis on narrative, character development, and the use of figurative language.Fictional writing, generally, is produced as a story that is meant to entertain. The Oxford Dictionary defines entertain as "to provide (someone) with amusement or enjoyment." Maybe to inform. Maybe to scare. But, generally, to entertain. To give them something to enjoy.The Austin Community College says: "When you read a novel... you are experiencing the literary purpose..." The literary purpose is to tell you the story in such a way that you are entertained, that you don't put the book away. Or, that you learn from it. Writing a novel is telling a story that will entertain. Any story; any place; any time. The writing is to get a reader into the story and keep them there.As you begin this journey of writing, have you decided on, even considered, the reason you are writing?Before you start the writing of your book, consider all the elements of good writing, ask all the Why questions, get the materials you will need to do the job, and round up helpers who will assist you whenever you need that help.Then ask yourself, Is this something I really want to do? Am I ready to write The Very Best Book I Can Write?

Traditional critical editing, defined by the paper and print limitations of the book, is now considered by many to be inadequate for the expression and interpretation of complex works of literature. At the same time, digital developments are permitting us to extend the range of text objects we can reproduce and investigate critically - not just books, but newspapers, draft manuscripts and inscriptions on stone. Some

exponents of the benefits of new information technologies argue that in future all editions should be produced in digital or online form. By contrast, others point to the fact that print, after more than five hundred years of development, continues to set the agenda for how we think about text, even in its non-print forms. This important book brings together leading textual critics, scholarly editors, technical specialists and publishers to discuss whether and how existing paradigms for developing and using critical editions are changing to reflect the increased commitment to and assumed significance of digital tools and methodologies.

Essays discuss writers' conferences, editing for specific markets, the role of the editorial assistant, and editing specific genres

Digital scholarly editing has a long-standing tradition in the humanities. It is of crucial importance within disciplines such as literary studies, philology, history, philosophy, library and information science, and bibliography. This volume shows how digital scholarly editing is still developing and constantly redefining itself.

Publish like a pro and start building your audience today with the most comprehensive guide on the market. Packed with practical, actionable advice, this brand new fourth edition of Let's Get Digital delivers the very latest best practices on publishing your work and finding readers. · Boost your writing career with marketing strategies that are proven to sell more books. · Get expert tips on platform building, blogging and social media. · Discover which approaches are best for selling fiction vs. non-fiction. · Implement powerful ways to make your ebooks more discoverable. · Increase your visibility by optimizing keywords and categories. · Weigh the pros and cons of Kindle Unlimited, and find out exactly how to tweak your promotional plans depending on whether you stay exclusive to Amazon or opt for wider distribution. And that's just for starters...

This excellent book covers editing in the digital age, demonstrating the tools needed for effective text editing. Learn how to write powerful headlines and captions, and how to edit body text quickly and cleanly. It also concentrates on design in the digital environment, introducing typography and the related issues of readability and legibility. The skills of picture editing are explored, including image selection, cropping, manipulation and the ethics involved. These core skills and methods are then applied to the World Wide Web. Recent research into how people navigate Web pages is considered, and recommends ways to write more effectively for the online medium. The first section concentrates on editing in the digital age, demonstrating the tools needed for effective text editing. Dr Quinn shows how to write powerful headlines and captions, and how to edit body text quickly and cleanly. The middle section concentrates on design in the digital environment. Chapter five introduces typography and the related issues of readability and legibility. Chapter six covers the principles of design and how they can be applied to print and electronic publications. Chapter seven looks at the skills of picture editing, including image selection, cropping, manipulation and the ethics involved. Chapter eight investigates other forms of visual presentation such as diagrams, logos, maps and cartoons. In the final section, these core skills and methods are applied to the World Wide Web. Chapter nine considers recent research into how people navigate Web pages, and recommends ways to write more effectively for the online medium. Chapter ten examines how the principles of print design can (and cannot) be applied to Web pages.

Exhaustively illustrated and broad in scope, Editing Technical Writing is a comprehensive textbook and reference for students of technical editing and communication, as well as a training manual for working professionals in business and government who must revise documents to communicatetechnical information clearly and effectively. It examines the editor's broad role in the collaborative writing of a document, from scheduling, staffing, and budgeting publication work through editing text and graphics to coordinating proofreading and production work. Chapters on editing text andgraphics are supplemented by others on degrees of edit, style guides, editing specific types of documents such

as proposals, proofreading, schedules and budgets, grammar, and punctuation. Extensive examples, materials to edit and exercises with answer keys and explanations clarify editorial goalsand procedures and provide students with realistic editing experience. Discussions of concepts such as legibility, readability and effective design contribute to the students' base in communication theory. Also, editing guidelines and graphics from a variety of professional documents introducestudents to the range of materials and techniques available to the technical editor and make Editing Technical Writing a valuable reference as well as text. A bibliography identifies valuable resources for editing students and editors.

The work of editing is by and large something that happens behind the scenes, noticed only when it is done badly, or not done at all. There is not much information about what editors do. The result is that editing is not often talked about in its own right - not even by the people who do it. This collection of interviews attempts to fill some of the gaps. The author, a former editor herself, interviews practitioners at the top of their game - from newspapers, magazines, broadcast news, book publishing, scholarly editing, academic publishing and digital curation. The interviewees think out loud about creativity and human judgment; what they have in common and what makes them different; how editing skills and culture can be shared; why editing continues to fascinate; and why any of this might matter.

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? How to Write a Book in a Week (A Writer's Guide to Meeting a Deadline) is the answer to all of these questions and more.

In this new edition, Brian Carroll explores writing and editing for digital media with information about voice, style, media formats, and content development, combining hands-on exercises with new sections on idea generation, multi-modal storytelling, podcasting, and information credibility. Carroll explains and demonstrates how to effectively write for digital spaces – whether crafting a story for a website, writing for an app, blogging, or using social media to expand the conversation. Each chapter features lessons and exercises through which students can build a solid understanding of the ways that digital communication provides opportunities for dynamic storytelling and multi-directional communication. Updated with contemporary examples and new pedagogy, the fourth edition broadens its scope, helping digital writers and editors in all fields, including public relations, marketing, and social media management. Writing and Editing for Digital Media is an ideal handbook for students from all backgrounds who are looking to develop their writing and editing skills for this ever-evolving industry.

Writing for Digital Media teaches students how to write effectively for online audiences—whether they are crafting a story for the website of a daily newspaper or a personal blog. The lessons and exercises in each chapter help students build a solid understanding of the ways that the Internet has introduced new opportunities for dynamic storytelling as digital media have blurred roles of media producer, consumer, publisher and reader. Using the tools and strategies discussed in

this book, students are able to use their insights into new media audiences to produce better content for digital formats and environments. Fundamentally, this book is about good writing—clear, precise, accurate, filled with energy and voice, and aimed directly at an audience. Writing for Digital Media also addresses all of the graphical, multimedia, hypertextual and interactive elements that come into play when writing for digital platforms. Learning how to achieve balance and a careful, deliberate blend of these elements is the other primary goal of this text. Writing for Digital Media teaches students not only how to create content as writers, but also how to think critically as a site manager or content developer might about issues such as graphic design, site architecture, and editorial consistency. By teaching these new skill sets alongside writing fundamentals, this book transforms students from writers who are simply able to post their stories online into engaging multimedia, digital storytellers. For additional resources and exercises, visit the Companion Website for Writing for Digital Media at: www.routledge.com/textbooks/9780415992015.

A Balanced Approach for the Modern Writer and Editor Whether working in a traditional newsroom or as a one-person blogging operation, every good writer needs to become his or her own best editor. Editing for the Digital Age provides editors and writers with the tools necessary to ensure that published material is accurate, readable, and complete. Author Thom Lieb provides guidance in copy editing fundamentals, including correcting grammar, conforming the writing to a style guide, and revising material so that it is tightly written and clear. The text is designed for today's digital publishing landscape and addresses the many issues writers and editors now face on a daily basis—handling legal issues such as liability, copyright, and libel; writing headlines that will attract readers; creating multimedia packages to support an article or post; and using various forms of social media to curate content and connect with audience members. Chapters focus on key areas and themes for editing in the digital age, and "Write Right" writing and grammar exercises are woven into every chapter to progressively build students' editing skills.

Writing in a lively, informal style, two editors with extensive experience in a wide variety of fields--fiction and nonfiction, trade and reference, academic and commercial publishing--explain what editors in different jobs really do in this concise practical guide.

With more than three-quarters of a million copies sold since its first publication, The Craft of Research has helped generations of researchers at every level—from first-year undergraduates to advanced graduate students to research reporters in business and government—learn how to conduct effective and meaningful research. Conceived by seasoned researchers and educators Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, this fundamental work explains how to find and evaluate sources, anticipate and respond to reader reservations, and integrate these pieces into an argument that stands up to reader critique. The fourth edition has been thoroughly but respectfully revised by Joseph

Bizup and William T. FitzGerald. It retains the original five-part structure, as well as the sound advice of earlier editions, but reflects the way research and writing are taught and practiced today. Its chapters on finding and engaging sources now incorporate recent developments in library and Internet research, emphasizing new techniques made possible by online databases and search engines. Bizup and FitzGerald provide fresh examples and standardized terminology to clarify concepts like argument, warrant, and problem. Following the same guiding principle as earlier editions—that the skills of doing and reporting research are not just for elite students but for everyone—this new edition retains the accessible voice and direct approach that have made The Craft of Research a leader in the field of research reference. With updated examples and information on evaluation and using contemporary sources, this beloved classic is ready for the next generation of researchers.

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