



Working with Freelance Editors

to Achieve Your Writing Goals



Hi, I'm Kristen Tate

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■ Editor

Full-time freelancer since 2015 – developmental + copyediting for fiction + some nonfiction

■ Author

All the Words: A Year of Reading about Writing + historical mysteries

■ EFA Events chair

Coordinate EFA's conference sponsorships

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To edit is to listen,
above all

—Susan Bell, *The Artful Edit*

How to find + work with an editor

How to find + work with an editor

1

What kind of
editing do you
need?

How to find + work with an editor

1

What kind of editing do you need?

2

How do you find an editor who will be a good fit?

How to find + work with an editor

1

What kind of editing do you need?

2

How do you find an editor who will be a good fit?

3

What does editing cost?

How to find + work with an editor

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What kind of editing do you need?

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How do you find an editor who will be a good fit?

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What does editing cost?

4

How do you get the most from the editing experience?

1

What kind of editing do
you need?



Content editing

- Attention to big-picture aspects of your book

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- Also called developmental editing or structural or substantive editing
- Varies in depth and detail; may include editorial letter and manuscript comments

Copy editing

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- The editor will likely create a style sheet as part of the edit



Birdie in Bruges, by Heidi Williamson

Style sheet created by Kristen Tate | kristen@thebluegarret.com | updated August 9, 2022

REFERENCES

- *Webster's Collegiate Dictionary*, 11th ed.; *Webster's Third New International Dictionary, Unabridged*
- *Chicago Manual of Style*, 17th ed.

STYLE

- Use the serial comma; in general, author prefers lighter comma usage
- Ellipses style: single character (ex... ex)
- Dash style: spaced en dash (ex – ex)
- Non-English languages: italicize first usage or if used only a few times; roman if term is in dictionary

CHARACTERS alphabetized by first name

Ben: taller than Birdie; deep brown eyes, brownish-black hair; traveling with his uncle, Noah Martin; from Marshall Falls, TX; parents are getting divorced

Birdie Blessing: 15 in book 1; American; brother Jonah died in a car crash along with her father; long chestnut hair, pale face, long legs, hazel eyes; from Bamburg, PA

TIMELINE

April 1499: Henri LeFort is threatened by a gang of teenagers in an obscure part of Bruges but manages to run away from them

summer solstice, June 21: Birdie and her mother arrive in Bruges and struggle to find their B&B

the next day: Birdie finds a stone on the roof of the B&B; they meet Harry and Helga, Ben, and Mrs. Devon at breakfast; Birdie and Ben realize there is something unusual about the stone Birdie found, though Mrs. Devon tells them it is just a toy aventurine

TERMS

If a proper name is listed here, it has been verified. For words with multiple correct spellings, the preferred spelling is listed here.

A

Adriatic Sea
alright, *not* all right

B

B and B
Bamburg, PA, *fictional hometown of Birdie*
Begijnhof
brew-master, *not* brewmaster

C

Colonial Williamsburg

D

damn it, *not* damnit

E

euro, *not* Euro

F

G

H

Line editing

- Focus on style, polishing every sentence

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- Some editors include it with copyediting; others consider it a separate or different service

What's the difference
between copyediting
and line editing?

Messrs. Frobisher & Haslitt, the solicitors on the east side
of Russell Square, counted amongst their clients a great many who
had undertakings established in France, and the firm was very
proud of this branch of its business.

Copyedit

Messrs. Frobisher & Haslitt, the solicitors on the east side
of London's Russell Square, counted amongst their clients a great
many who had ~~undertakings established~~ operations in France, and
the firm was very proud of this branch of its business.

Line edit

Proof- reading

- A final check to catch any remaining errors

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- May include check of layout issues for print books

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- Many manuscripts do not need each kind of editing
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- Potential editors will be able to advise you!

2

How do you find an editor
who will be a good fit?



Identify possible editors

Ask other authors for
referrals

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Check the
acknowledgment or
copyright page of books
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Search the EFA's Member Directory or post a free ad on the Job List

EFA Member Directory

Skills

- ☐ Beta reading
- ☐ Book promotion
- ☒ Copyediting
- ☐ Curriculum development
- ☐ Design/Layout
- ☐ Developmental/Substantive editing
- ☐ ESL/Translation editing
- ☐ Fact checking
- ☐ Formatting
- ☐ Ghostwriting
- ☐ Indexing
- ☐ Instructional design
- ☐ Line editing
- ☐ Literary coaching
- ☐ Localization
- ☐ Localization, US-UK
- ☐ Manuscript evaluation
- ☐ Permissions
- ☐ Picture editing
- ☐ Project management
- ☐ Proofreading
- ☐ Reporting
- ☐ Research
- ☐ Self-publishing
- ☐ Sensitivity/Authenticity reading
- ☐ SEO
- ☐ Transcribing
- ☐ Translating
- ☐ Typesetting
- ☐ Writing

Content Areas

- ☐ Accounting☐ Advertising-PR☐ Aerospace/Aviation☐ Aging☐ Agriculture☐ Animals☐ Anthropology☐ Architecture☐ Arts☐ Arts, performing☐ Arts, visual☐ Biology☐ Business☐ Chemistry☐ Computer technology☐ Crafts☐ Earth science☐ Ecology/Environment☐ Economics☐ Education☐ Engineering☐ Film/TV/Theater

☐ Finance☐ Fitness☐ Food and cooking☐ Games/Gaming☐ Gardening☐ Geography☐ Health☐ History☐ Humor☐ International affairs☐ Law☐ Leadership☐ LGBTQIA☐ Library and information science☐ Lifestyle☐ Linguistics☐ Manufacturing☐ Marketing☐ Mathematics☐ Medicine☐ Military/Defense☐ Multicultural Interest

☐ Music☐ Nonprofit organizations☐ Nursing☐ Parenting/Family☐ Personal finance☐ Philosophy☐ Physics☐ Political science☐ Politics☐ Popular culture☐ Psychology☐ Public policy☐ Real estate☐ Religion/Spirituality☐ Self-help☐ Social work☐ Sociology☐ Sports☐ Travel☐ Women's studies

Fiction Genres

- ☐ Erotica☒ Horror☐ Literary
- ☐ Mystery/Thriller☐ Other genre(s)☐ Romance
- ☐ Science fiction/Fantasy

Job Submission Form

Job or Project Title

CONTACT INFORMATION FOR APPLICANTS

Name

Company

Website

If possible, please supply a website to which this job is attached. This helps us check the veracity of the submission.

http://

EFA Job List

www.the-efa.org/hiring

Narrow list

Identify the services
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Make sure budget and
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Identify the services
you need

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availability fit yours

Look for experience,
training + membership
in professional orgs

Find the right fit

Request a short sample
edit on the book you
want edited

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Consider whether the
editor's communication
style matches yours

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Focus on trust and go
with your gut

3

What does editing cost?



- Rates vary widely due to training, experience, even geography

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- The EFA has a rate survey from 2020: www.the-efa.org/rates

Compare rates

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- Does the cost include extras like phone consultations or formatting?

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- Does it address confidentiality + copyright for edits?
- Does it explain termination policies?

4

How do you get the most
from the editing experience?



Expect to find
it challenging!



Learn
from
your
edits





Remember, your
editor is on your
team

You get to decide which
changes to accept and which
to reject



Common questions



Will an editor steal
my manuscript?



Will an editor flag content
issues during a copyedit?



Will my editor help
me find an agent?



How do editors
decide on their rate?

Thank you!



www.the-efa-org/hiring



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Presentation + more info:

www.thebluegarret.com/ElkGrove

