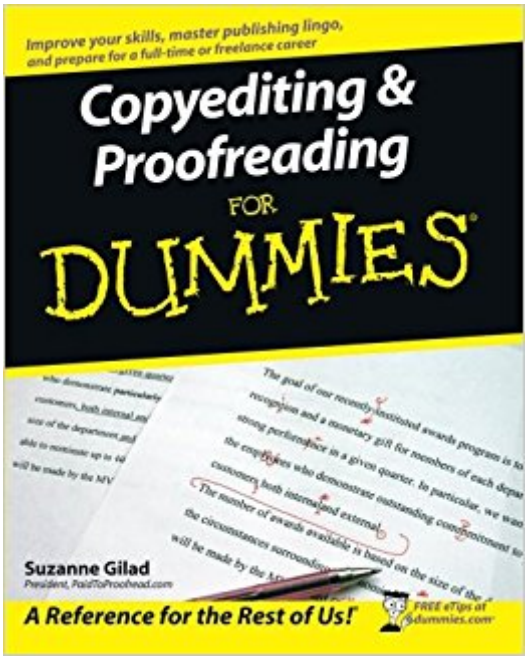
Ebook Directory
the best source of ebook

The book was found

Copyediting And Proofreading For Dummies



PDF
Adobe
DOWNLOAD EBOOK

Synopsis

Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning rÃƒÂ©sumÃƒÂ© and land the job you've always wanted. Books, magazines, Web sites, corporate documents - find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss. Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career

Book Information

Paperback: 384 pages

Publisher: For Dummies; 1 edition (May 7, 2007)

Language: English

ISBN-10: 0470121718

ISBN-13: 978-0470121719

Product Dimensions: 7.2 x 1.1 x 9 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars 105 customer reviews

Best Sellers Rank: #82,741 in Books (See Top 100 in Books) #45 inÃ Â Books > Reference > Writing, Research & Publishing Guides > Writing > Editing #246 inÃ Â Books > Textbooks > Reference > Writing Skills #441 inÃ Â Books > Business & Money > Job Hunting & Careers > Guides

Customer Reviews

Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning rÃƒÂ©sumÃƒÂ©, and land the job you've always wanted. Books, magazines, Web sites, corporate documents — find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss. THE DUMMIES WAYÃ Â® Explanations in plain English "Get in, get out" information Icons and other navigational aids Online cheat sheet Top ten lists A dash of humor and fun Discover how to: Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic

documents Build a solid freelancing career Get Smart! @www.dummies.com Find listings of all our books Choose from many different subject categories Sign up for eTips at etips.dummies.com

Suzanne Gilad has proofread or copyedited over 1,200 titles for more than 20 prominent publishing imprints.

This book is amazing! A lot of "beginner" books assume you know some stuff, but this one does not. It literally assumes you know nothing - which is exactly what I needed. It has a conversational tone, not like a boring textbook. Lots of resources. I've learned a ton so far. The only bad thing is it was written in 2007, so I don't know how much has changed in the 10 years since it's been written.

Like so many of the dummy books this one is outstanding, loaded with information for both beginner and experienced. A must have.

The print edition of Suzanne Gilad's "Copyediting & Proofreading for Dummies" got excellent reviews on , and since I needed something of this kind ASAP, I ordered the Kindle version, downloading it to Kindle for PC.Unfortunately -- and I don't want to blame Ms. Gilad, as she may not have been the person who "kindle-ized" her work -- there's a standard visual method in books on editing, proofing, etc.for showing *examples*, and this did not make the transition successfully. I'm not up on the procedures for converting print to Kindle, but the result here makes the proofreading tutorial sections of the book almost unusable.The very necessary examples, which illustrate how a proofreader's symbols are used to mark up a manuscript, are so tiny that they can't be read in the Kindle reader. They seem to be graphics rather than actual digital text. You can't select them as you can select text. This makes sense, as they show handwritten proofing marks applied to the typed lines. You can embiggen the font size and alter the number of words per line all you want, but it won't have any effect except to make the page's digital text so huge that all the formatting goes haywire. It's too bad because this seems, like most For Dummies books, to be both fun and useful.

I found this to be one of he better copyediting/proofreading books that I have come across - but I also love the "-- for dummies" books. It was nicely written and had really good tips, but for someone who is already good at proofreading, the practice test were wayyy to easy. This would be great for someone who is struggling or wants to put their foot into the door as a copyeditor.Overally, great tips but predictable practice tests.

This book was so incredibly helpful! Easy to use and easy to understand. It was a great reference for me when I was editing a friends book. I originially ordered this as an electronic book, but I will order a hard copy so I can mark it up and bookmark pages that I need.

I am just now starting out as a freelance copy editor and proofreader, and this book has absolutely everything I need to break into this career field. I can’t wait to get the hard copy, as well as having my digital copy for reference.

I liked this book because I found it easy to understand and follow. I knew a little bit about proofreading before reading this book but it filled in a lot of gaps. It was also reassuring in that it told you that actual proofreading would be easier and more straightforward than proofreading tests - good to know!One thing I found extremely frustrating about reading this book on kindle was that the exercises, etc, were in tiny font - most of which I struggled to read (even with my specs on) and some of which I could not read at all. I could enlarge the font of the main body of the book, but could not seem to do this for the exercises. Very annoying!Apart from that, I was quite happy with this book and would recommend it to anyone hoping to make some money from proofreading.

This is a very helpful reference book for those who need to brush up on general editing and proofreading skills. I recommend this book even to those who don’t copyedit or proofread for a living. Both skills are needed in most job situations.

Download to continue reading...

Copyediting and Proofreading For Dummies Developing Proofreading and Editing Skills w/ Student CD-ROM Package Common Mistakes Writers Make: Editing and Proofreading (Writing With Excellence) Write Source: SkillsBook Editing and Proofreading Practice, Grade 6 Perfect The Text editing & Proofreading (medical transcription home study course) A Sentence a Day: Short, Playful Proofreading Exercises to Help Students Avoid Tripping Up When They Write McGraw-Hill’s Proofreading Handbook (NTC Reference) Proofreading Secrets of Best-Selling Authors (Writing With Excellence Book 8) Diabetes and Carb Counting For Dummies (For Dummies (Lifestyle)) Detecting and Living with Breast Cancer For Dummies (For Dummies (Lifestyle)) Basic Math and Pre-Algebra For Dummies (For Dummies (Lifestyle)) Anatomy and Physiology For Dummies (For Dummies (Lifestyle)) Canon EOS Rebel T6/1300D For Dummies (For Dummies (Lifestyle)) Photoshop Elements 15 For Dummies (For Dummies (Computer/Tech)) Digital SLR Photography

All-in-One For Dummies (For Dummies (Computers)) Canon EOS 80D For Dummies (For Dummies (Lifestyle)) Canon EOS Rebel T7i/800D For Dummies (For Dummies (Computer/Tech)) Asthma For Dummies (For Dummies (Health & Fitness)) Arizona For Dummies (Dummies Travel) Colorado & the Rockies For Dummies (Dummies Travel)

Contact Us

DMCA

Privacy

FAQ & Help