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Another addition to Barbara Horn's self-publishing stable, this time in line with the Publishing Education Center (PEC), is based on pec's successful distance learning course in copy-editing. It is aimed at rehearsal readers who want to move forward with editing and editors who want to learn and improve their skills. Introduction to exercises, follow-up and answers focusing on the stages of broadcast media, production and editing tools. Subsequent sections cover marking, grammar and punctuation marks, different sections of a publication, copyright and other legal issues, style and level, expert texts, tables, technical figures and copyfitting and endmatter. Each section has exercises to test your understanding, follow-up text, which discusses the key points of the exercise and the sample answers on the back side of the book. There is also a dictionary and bibliography, details of editorial organizations around the world, and a short list of related websites. Dry humor and good judgment! Like Barbara's didactic style, but not everyone can fit in, and inevitably there are a few points in which I disagree. There are flashes of dry humor to revive the prose; we are told not to wave with writers who accept their pets and instruct anyone who calls the endmatter 'endlims' (prelims) to laugh - quite accurately too. I applaud the emphasis on good judgment. 'Copy editing is about thinking and making appropriate choices, just without following the rules' - something I feel customers often underestimate by placing in the editorial business. This book goes some way to helping editors sharpen this judgment and providing insight into the process, not just accepting it 'the way it is done'. There's a small carp with a wide range of exercise material, overall more technical, and Barbara comes up with some creative ways of testing the reader's knowledge on the subject in question, with some hard bits shifted to find out if you really pay attention. The answers to a small carp model are print quality. Adding exercise numbers to working heads in this section would be useful for navigation. The differences are highlighted between useful fiction and nonfiction, traditional counter-on-screen editing and the use of Britain and America, though not at any great depth. The section on grammar and punctuation does not aim to be a comprehensive guide, but it does guide you through addressing many of the thorny issues such as 'which/this', 'due' and punctuation around quotation marks, as well as maintaining the 'author's voice'. I liked the suggestion that separating the commas with commas, parentheses or hyphens can be thought of as 'silent', 'whisper' or 'shout'. The description of different parts of a pulse publication is useful - do you know what an ISMN is? (It's an ISBN for music.) The complexity of copyright law and other legal issues is beautifully addressed in 12 short pages. Covers style issues There are good suggestions for italics and numbers and to lower or raise the reader level accordingly, without losing the author's voice. The 'expert text' here includes poetry, play, guides and jackets/covers, and this type of copy will be a useful starting point for foreign ones. It is reassuring to be told that tables are not difficult and to give them a list of how to be organized, but I don't agree that tables can be marked for the font marker by adding a text box to the electronic file - this will give it extra headaches. Clear instructions are given to deal with technical figures, including charts and maps, and to cut and expand text. Paper standing when tested makes an important wedge that is quite thick and does not fall open easily - however, some punishment from the connector stood up well and, it will be hoped, when the test will stop. I think this book fulfills its purpose of mitigating the proofer into the role of copyeditor, and will fill gaps in the knowledge of more experienced editors or those seeking advice on venturing into foreign territory. I wouldn't say it would be a preferable purchase on Butcher Copy editing, but I will rank above Copyediting and Proofreading for Dummies (Wiley, 2007). Reviews of other editorial guides Welcome to EsL Printables, the website where English teachers exchange resources: worksheets, lesson plans, events, etc. Our collection is growing day by day with the help of many teachers. If you want to download, you need to submit your own contributions. Contribution.

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