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Editing for Indexers

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The Workshop by Claudia Marchesi had ten participants, all of whom had at least a general familiarity with the publishing process. Topics covered were within copy editing and proofreading.

Copy editing

- i. improves the text rather than rewrites it. The author's 'voice' must come through. The editing corrects errors of grammar, syntax, spelling, punctuation and ensures that the intention and meaning are clearly expressed;
- ii. ensures that style (house style or style developed for the work in hand) is consistent;
- iii. ensures that references and bibliography are complete and layout and format conform to style;
- iv. oversees proofreading and consequent amendments.

Proofreading

- i. corrects spelling, punctuation and typographical errors;
- ii. ensures that cross-references are complete;
- iii. ensures that style and format are consistently applied.

There was discussion of some examples of usage and style and of some Microsoft Word devices which help editors especially in keeping track of changes when editing on disk or on-line. Probably the most useful part of the workshop was the description of a number of tools which are important for Australian editors and proofreaders. Some of these are listed below. The handouts included a breakdown of copy editing tasks, a sheet of examples of proofreading marks and a brief proofreading aptitude test.

Bibliography

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