
Beyond Search and Replace: Essentials of Electronic Editing

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My history

- Manuscript editor
- Programmer specializing in publishing applications
- Teacher in the Graham School of General Studies at the University of Chicago
 - Editing Electronically
 - The Role of the Editor in Internet Publishing
 - Taking Publications Online: Project Management Issues
- *The Chicago Manual of Style*

The mission of the copy editor

- Editors must be vigilant.
- Publishing standards are falling in general.
 - Cost, schedule concerns, and new technology have led to a pressure to relax standards in all types of publishing. Editors and proofreaders have had to fight for their place, to have the time and the opportunity to do their work on content destined for publication.
- Copy editors are the keepers of the flame.
 - Closest to the content in the publishing process.

Traditional copyediting concerns

- Spelling/ typos
- Capitalization
- Hyphenation
- Grammar
- Punctuation
- Style
- Consistency
- Sense
- Accuracy and formatting of bibliographic information

Electronic editing: the wave of the present

- Definition

- Electronic editing is the process of transforming the content of an electronic manuscript (usually the keystrokes the author performed) into a finished product—a typeset book or article, electronic text chunks for online products, CD-ROM, etc.

- Copy editors have no choice.

- Manuscripts are becoming electronic by default.

- Computers have become the standard tool for copy editors.

Advantages of electronic copyediting

- Saving money
- Consistency
- Editing speed
- Time savings in production process
- Author satisfaction
- Control
- Proofreading de-emphasized

Disadvantages of electronic copyediting

- Learning curve
- Dwindling cost savings
- Disappearing time savings
- Conversion problems
- Quality control
- Added responsibility
- Math and tables
- Ergonomic problems
- Diminished sense of the whole

Life of an electronic manuscript

- The author
- Conversion
- Cleanup
- Copyediting
 - Redlining
 - Querying
- Proof

The author

- Big target
- Small target
- Instructions to authors
 - Simple instructions regarding formatting and content preparation
 - Avoid version problems!
- Reference hard copy

Conversion

- Third-party conversion utilities
 - DataViz Conversions Plus and MacLink
- Built-in conversion utilities
- Scanning versus offshore keying for paper manuscripts

Cleanup

- Triage
- Automate cleanup
- Hard returns
- A quick look-see
- Footnotes
 - No embedded footnotes
 - Conversion problems
 - Footnote macros

Copyediting

- Copyediting the manuscript
- Copyediting the hard copy?
- One file or many?
- “Redlining”
 - The interactive model
 - The document-comparison model
- Queries to the author
 - E-mail for querying
 - Comments, footnotes, sidenotes....
- Display math and tables

Copyediting the hard copy?

- Edit on paper, then transfer the edits to the file?
 - This is silly. Copy editors should take advantage of the power the technology affords them.
- Most copy editors use hard copy as part of their normal electronic editing procedure, for a final read-through or to get a clearer idea of the whole work.
 - There is no shame in this.

Typesetting and proof

- Coding the electronic manuscript for the typesetter
 - Set procedures
 - Automate the coding process, if possible
 - Queries carried to proof
- Transmitting the electronic manuscript to the typesetter
 - Floppy disk or Zip or CD-ROM or ...
 - FTP
 - E-mail
- Proofreading
 - Who does it? How?
 - What do you actually give to the author?
 - The PDF problem

Edicts for editors of electronic manuscripts

- Do your own conversion.
 - You should never have authors convert their files themselves. Mayhem will ensue.
- Avoid version problems.
 - Be sure you've got the final version.
 - The final electronic version of the manuscript from the author must match the reference hard copy exactly.
- Set and follow procedures.
- Stick with the same tools.
- Authors can't be trusted.

Formatting-related edicts

- Forget about formatting.
- Watch your hard returns.
- Watch for imposters.

Save-related edicts

- Save your work often.
- Do not use Fast Save.
- Do not disable autosave.
- Back up your work.
- No passwords.

Hyphen-related edicts

- Do not break words at the ends of lines with hyphens and hard returns.
- Do not use conditional hyphens to indicate preferences for breaking words.
- Do not use automatic hyphenation.
- The only hyphens left should be those in hyphenated compounds.

Tools: Keyboard shortcuts

- Learn the shortcut keystrokes
 - Make a poster with your shortcut keys and macros.
- In Word, the standard keystrokes are available in **Help**
 - You can find them by searching for “keyboard shortcuts.”
- Customize your menus, button bars, and keyboard
 - Commands, styles, macros....

Tools: Spell checking

- Spell check is powerful but will never replace copy editors
 - Homophones, e.g.
- Spell check before you actually copyedit the article
- Specialized dictionaries
 - *Dorland's Medical Dictionary*
- Integrated grammar checkers
- Spell check options

Tools: Spell checking (cont.)

- Editing and building dictionaries
- Exclusion dictionaries
 - To flag correctly spelled words that should never appear
 - Widow/window
 - To deprecate alternative spellings
 - Copyeditor/copy editor, etc.

Tools: Cutting, copying, and pasting

- “Cut,” “Copy,” and “Paste”
- Drag and drop
- Multiple clipboards
- Scraps

Tools: Search and replace

- Replace-related edicts
 - Always save before doing a global replace.
 - Don't rely on Undo!
 - Think globally but act locally.
 - Block quotations, etc.
 - Define search strings precisely.
 - Changing “writer” to “author” will change “typewriter” to “typeauthor.”
 - Use “Find whole words only”

Tools: Search and replace (cont.)

- Finding and changing formatting
 - E.g., change underline in a document to italics
 - Search for and change specific styles
 - Search for string within specific styles and apply new formatting
- Pattern matching
 - When you know the pattern but not the exact string
 - E.g., for years: “[12][09][0-9][0-9][!0-9] “
 - Multiple spaces
 - Uses wildcard characters, or metacharacters
 - You have to be careful!

Tools: Macros

- Captures sequences of actions and saves them for reuse
 - Tape recorder metaphor
- You can assign a macro to any key combination or create menu items.
- More complex macros
 - Word provides access to Visual Basic to allow you to add conditional logic and looping.
 - Copy, paste, and modify captured macros in Visual Basic editor
 - Good Visual Basic editor in Word and documentation in Word's online help.

Scenario: Cleanup converted MS

- Templates and styles

- You can select entire document and paste it into a new document created with your editing template

- You can use the Organizer to replace the styles in the manuscript with the styles from your editing template.

- If styles are used in the manuscript, you can select all and apply the normal style to clean out unwanted paragraph-level formatting.

- Macros

Scenario: E-mail MS with line breaks

- E-mail messages often arrive with hard returns at the end of each line.
- You have to eliminate the hard returns at the ends of lines within paragraphs, but not at the ends of paragraphs.
 - Identify what the author has used for actual paragraph breaks and temporarily change them into something that will never come up in the file, such as &&&.
 - Change all the remaining hard returns into spaces. (If you just strip them out, you will join the last word of every line with the first word of the following line.)
 - Change all &&& to whatever you need to indicate paragraph breaks. For us, this is a hard return followed by a tab.
 - Check for new double spaces: ## to #. (Don't worry about keeping two spaces after periods. The typesetter doesn't want them anyway.)

Scenario: Incorrectly formatted list of names

- List of several hundred names in First, Last format
 - Change to surname, forename, and sort.
- Pattern matching
 - Find what: `([A-Z][a-z]@) ([A-Z][A-Za-z]@)^013`
 - Replace with: `\2, \1^p`
- Sort
 - Can select to constrain sort
 - Tricks to identify unmatched names

Thank you!

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