

## INTRODUCTION

I have found over the past few years that many people have no idea what to look for when searching for an editor. On a regular basis, I get e-mails through my website from writers who do not have the slightest idea what an editor's duties are, what they themselves need for their projects, what kind of service to expect from an editor, and what the average editor would expect from them, as a client.

The most common statement I receive from people is, "I need an editor, and I don't know what I'm looking for; I've never done this before." Many people scour the Internet in search of the right editor for their project and end up scrolling aimlessly through the hundreds of advertisements for editing services until they see something in one or more of the ads that catches their eye and compels them to peruse the website. Even after they have looked things over, they still are not sure what to do next. Sound familiar?

I will admit, choosing an editor is sometimes difficult. It is almost equivalent to choosing a doctor for yourself. Extensive research needs to go into your decision. You want to feel comfortable and confident with the person or people you choose to work on you; and in the end, you want to feel you got your money's worth.

The purpose of this guide is to help clarify all those little (and big) misconceptions about editors and the editing process, clear up any confusion you may have about how to find the right editor, and to give some simple tips on what you will need in preparation for your editing journey.

There are several types of editing, but this guide will focus on copy editing (which I'll simply refer to as *editing* going forward) and proofreading, because these are the main two needed for all documents.

By the time you finish, you should have a clear view of the route you will need to take to acquire the perfect literary doctor for your literary baby. Some sections will be short; others will be much more detailed; but all will be clear and easy to understand. So, let us get started!