

POST-EDITING GUIDE FOR INDIE AUTHORS

HOW TO TACKLE YOUR
EDITOR'S FEEDBACK



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WHO THIS GUIDE IS FOR

This guide is for authors who aren't sure how to approach their manuscript after it's been professionally edited. You'll learn how to take your editor's feedback and revise your manuscript based on their recommendations and what works for you.



INTRODUCTION

You've got your manuscript back from your editor, and you're not sure how to tackle it. Do you just jump right into revisions? Do you take it slow and look over your editor's feedback? What if it's bad and they hated it? What if they don't have any feedback?

Relax.

No need panic. This guide will help you revise your manuscript and get that much closer to publishing. We're going to start small and build up from there. But before you revise, we have to prepare. Let's begin.

PART 1

THE PREP



GET IN THE RIGHT HEADSPACE.

Getting your manuscript back from your editor can be scary, intimidating, but also exciting. Before you get right into revisions, prepare to review the edits and feedback with an open mind. You'll need to see your manuscript from a fresh perspective so you can understand the editor's recommendations and prepare for your revisions with a focused plan.



READ YOUR EDITORIAL LETTER AND/OR STYLE SHEET.

The editorial letter will contain an overview of your editor's edits and feedback.

The style sheet will contain all your preferences regarding formatting, spelling, and grammar. You'll also find character and setting information, and maybe a story timeline.



READ YOUR MANUSCRIPT ALL THE WAY THROUGH.

Don't accept or reject any changes just yet. See how your story flows. Make notes of anything you want to look back on during your revisions.

I suggest using the clean edit for this so you're not distracted by the in-line changes. The clean version usually includes comments and no in-line markings.

Make note of any questions you may want to ask your editor.



MULL OVER YOUR NOTES AND THE FIRST READ-THROUGH.

Were the edits and comments helpful? Do you have an idea on what you'd like to revise? Start making your plan of action for your revisions.

This would be a great time to reach out to your editor if you have any questions.

PART 2

THE REVISIONS



IT'S TIME FOR THE FUN PART— REVISING!

Now it's time to work through the editorial feedback. But one thing to remember:

Every edit is a suggestion.

You remain the final decision-maker. Aim to preserve your voice while making thoughtful improvements.

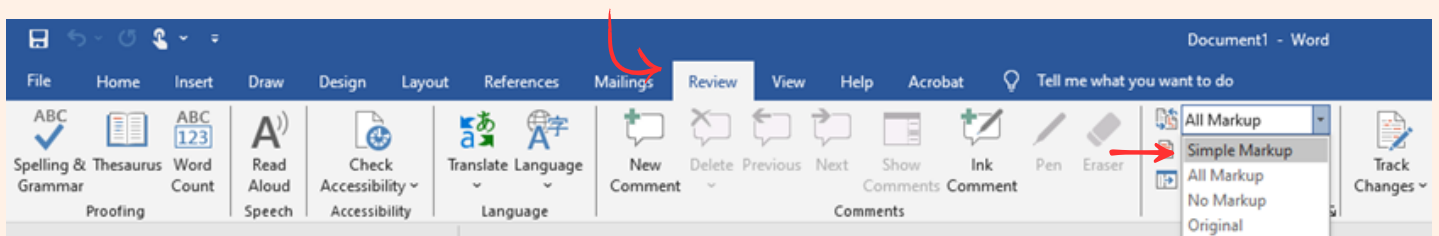
Focus on the larger revisions first, addressing structural issues, clarity, pacing, characterization, or themes before worrying about individual sentences.



USING MICROSOFT WORD TRACK CHANGES.

I suggest using the marked-up version for your revisions. If all the colors are too much, toggle on “Simple Markup” in Microsoft Word’s Track Changes.

- In Microsoft Word, click on the “Review” tab. Go to the “Markup” section. Click the first dropdown arrow and click “Simple Markup.”





START WITH THE BIGGER REVISIONS.

I suggest going through the comments first. This is where your editor has left questions and notes for your attention. You may find notes on changes that were too big for your editor to make, such as possible scene rewrites, moving around paragraphs, or inconsistencies that may require rewrites and timeline corrections.

Next, go through the in-line edits. These will have grammar, punctuation, and word choice changes. Accept those you like, and reject the ones that don't work for you. There are no hard feelings! Remember that all edits are meant to strengthen your manuscript, but they're still suggestions. You are the final decision-maker.

PART 3

THE CLEAN- UP



DO A FINAL READ- THROUGH.

Make sure your revisions flow with what was already edited. Take note of any inconsistencies and spelling and grammar mistakes that could've been introduced.

Tip: Read your manuscript out loud, print it out, or change the font so you can trick your eyes and brain into looking at something new.

Once you're done, move on to the next editing stage and get one step closer to publishing your book!

Thank You

ABOUT THE EDITOR

Hi, I'm Matthania, owner of Matthania A. Editorial. I'm a contemporary fiction editor who specializes in line editing, copyediting, and proofreading. Romance is the main genre that I work with, but I also work with a plethora of other fiction genres. I have completed the ACES certificate in editing and have had professional editing training through the Editorial Freelancers Association and Edit Republic. For more information on me and the services I offer, please check out my website: matthaniaaeditorial.com.



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