FINAL PORTFOLIO

TWR 2015 – Editing 1

Abstract
A portfolio of references for future editing projects.

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For: James Bott
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TWR 2015 – Assignment 3 Final Portfolio

Best Practices

Best Practice	Description
Focus on the reader	The editor's first obligation is to the reader. Ensure the reader's needs are met and that the document is accurate.
Collaborate with writers	Editing is a collaborative effort between the editor and the writer. Effective relationships must be developed.
Clarity & simplicity	Ensure the document is clear, concise, accurate and well-organized.
Active voice	Use active voice whenever possible.

3 Levels of editing		
Comprehensive	**Copyediting**	**Proofreading**
Content Organization Design Grammar Punctuation (Rude, 2011)	Correctness Consistency Accuracy Completeness (Rude, 2011)	Final check After copyediting Before print/launch (Rude, 2011)

Annotation Symbols

Symbol	Meaning	Symbol	Meaning
ꝰ	Delete	_____	Change type style (italic)
^	Insert	(ꝰ)	Delete, close
—	Delete a word	¶	New paragraph
|	Insert space	~	Transpose letters

Style Guides List

Style Guide	Common Field(s) of Use
Microsoft Style Guide	Technical Publications
The Chicago Manual of Style (CMoS)	Publishing
American Psychological Association (APA)	Academia
Modern Language Association (MLA)	Liberal Arts Social Sciences

Design Principles that Impact the Reader

- o Page layout (orientation, columns, indentation, alignment, binding)
- o Type (font, style, underlining)
- o Display of information (paragraphs, lists, numbers, bullets, boxes, white space, colour)
- o Structural symbols (headings, menus bars)
- o See Appendix 2 for style sheet example.

Transmittal Letter Requirements

- o Outline the attached document.
- o Overview the performed edits.
- o Indicate the most important edit(s) to be made.
- o Optional requirements:
  - Goodwill opening.
  - Suggest next steps.
  - Goodwill closing.
- o See Appendix 1 for example.

Key Grammar Rules

Grammar Rule	Definition
Subject/Verb Agreement	Subject and verb must agree in number.
Pronouns	Pronouns must agree in number, agree in person, clearly refer to a specific noun, and be inclusive.
Parallelism	Use of the same form to express related ideas in a list.
Nominalization	Noun formed from a verb root, usually by the addition of a suffix.
Abbreviations	Use cautiously. Always consider the reader. Be consistent. Follow the style guide.
Modifier	"A modifier changes, clarifies, qualifies, or limits a particular word in a sentence in order to add emphasis, explanation, or detail." (Grammarly, 2018)
Dangling Modifier	Introducing an action that's improperly attached to an actor.
Capitalization	Document within Style Guide and be consistent when using.
Hyphenation	Choose a standard style guide to apply, then use a hyphen only to improve clarity.
Oxford Comma	A comma used after the final item in a list of three or more items, before 'and' or 'or'.
Comma Splice	A comma splice occurs when you use a comma to join two complete sentences without a joining word. (e.g. and) between them.
Period inside quotation marks	Do not include the period within the quotation marks when telling the reader to type something in.

(Bott, Module 11).

Key Style Rules

Style Rule	Description
Rhetorical situation	Use a style appropriate for the audience, purpose and context of the document.
Sentence structure to improve comprehension	"Use parallel structures, place the main idea in the structural core, use subordinate structures for subordinate ideas, and use subject-verb-object or subject-verb-complement patterns." (Bott, Module 7)
Activate the verbs	Use verbs to convey the action in the sentence accurately and forcefully.
Use nouns and adjectives accurately	Choose words that are accurate and concrete; be precise, concise, and use plain language
Use short sentences	Short, simple sentences are best but it's ok to use varied sentence length to avoid monotony or to emphasize key points.
Use people as agents	Use active voice and avoid passive sentences. Write as though you are speaking to the reader.
Use positive constructions	Frame sentences in a positive, rather than negative way. (e.g. Negative: It is not uncommon for children to whine. Positive: Children often whine.)

(Bott, Module 7).

Appendix 1

Example Transmittal Letter

Dear Sherry,

I have completed the edits on your third instruction guideline, attached here with changes tracked in Microsoft Word 2010.

As discussed, I copyedited the document looking to ensure consistency with the MLA Style Guide and your previous documents in this series, accuracy of information, and general spelling, grammar and punctuation.

Please see below for a list of the most important suggestions stemming from my editing. I have listed the suggestions in order of importance. You will find other, smaller suggestions tracked within the document itself.

1. You refer to "Ensuring Document Security" in several headings and throughout the text, however, you also use the term "Data Security" almost interchangeably. I suggest either distinguishing between the terms or choosing one term to use throughout the document.

2. Your "Heading 1" style is different from the same style in the first two documents. Your font choice of "Verdana" in this third edition marks a distinctly different look from your "Courier" heading choice in previous editions. If this was intentional, please disregard this suggestion. I suggest keeping the same "Heading 1" style as the previous editions as, once complete, you will be releasing all five documents at once. Readers tend to get used to certain heading styles and might be thrown off by the sudden change.

3. There is inconsistent usage when it comes to the abbreviation for "Data at Rest". You use both DAR and D.A.R. within the document. Either version is correct, but I suggest picking one and

staying with it. I should note that the MLA Style Guide suggests using only the uppercase letters in an abbreviation.

4. On page 27, figure 2, there is a screen shot of a marked, classified document. This photo is within the section explaining how to mark emails, rather than documents. I suggest using a screenshot of a marked email rather than a Microsoft Excel document.

If you find you need clarification on anything as you make your way through the marked document, please feel free to contact me either via this email or at 613-555-6666.

I hope my comments are helpful to you as you move forward with your project. I look forward to working with you again on your next guideline!

Thank you,

Sara Dorken

Appendix 2

Example Style Sheet

Style Sheet for User Manual

Overview

This style sheet outlines the style and writing choices that will be followed when creating the User Manual for TITUS's Data Classification. This User Manual will adhere closely to the Microsoft Style Guide and the Chicago Manual of Style.

Audience: Employees at companies who have implemented TITUS's software.

Purpose: To help them perform their job duties while using TITUS's Classification Suite.

Context: This document will be read on-screen as a PDF or printed out as needed based on user preference.

Text Design

Body Text Formatting

Unless otherwise indicated, all body text will be formatted as follows:

- 12 pt. Arial font in black.
- Single-spaced.
- Left aligned.

Special Formatting

Headings

H1

- 16 pt. Calibri Light font in blue.
- 12 pt. space before.
- Keep with next.

H2

- 13 pt. Calibri Light font in blue

- 2 pt. space before
- Keep with next.

H3

- 12 pt. Calibri Light font in blue
- 2 pt. space before
- Keep with next.

List Formatting

- Bulleted lists shall be preceded by a black bullet (as in this list).
- Numbered lists shall be written with the number followed by a period. (1.)
- All lists flush with left margin, text indented at 0.25".

Capitalization:

Follow sentence-style capitalization: only capitalize the first word of a sentence, proper nouns and names of products.

References

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Purdue Online Writing Lab. College of Liberal Arts. Using Pronouns Clearly (2018) Retrieved March 24, 2019 from https://owl.purdue.edu/owl/general_writing/grammar/pronouns/index.html

Rude, Carolyn D. & Eaton Angela (2011). *Technical Editing (5th ed.)*. New York: Pearson Education

The Canadian Style: a guide to writing and editing (1997). Toronto: Dundurn Press