

Transcript to Class 4:

What to Expect from the Editorial Process

By Inspired Living Publisher Editor Bryna René

For your convenience, the following is the transcript to accompany Inspired Living Publishing's "**What to Expect from the Editorial Process**" audio class hosted by Editor Bryna Rene.

About Editor Bryna Rene

Bryna René Haynes is an experienced editor, published author, yoga instructor, musician, photographer, and "general creative" with a passion for helping others live in greater awareness and joy. Her editing portfolio includes numerous successful non-fiction titles, including all of the best-selling Inspired Living Publishing anthologies, *Choosing Happiness*, *A Juicy, Joyful Life*, and *Embracing Your Authentic Self*. To learn more about Bryna and her current projects, please visit www.brynarene.com and www.wordsbyaphrodite.com.

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Bestselling Publisher, Authentic Marketing & List-Building Catalyst, Linda Joy brings select heart-centered visionary female entrepreneurs and authors in front of her global audience with her high-visibility marketing offerings and results-oriented list-building packages.

Learn more about Linda's high-profile Annual Marketing Packages for
Heart-centered Female Entrepreneurs at:

www.Linda-Joy.com

Learn more about how you can share your story in one of
Inspired Living Publishing's collaborative publishing projects at:

www.InspiredLivingPublishing.com

Hello and welcome. My name is Bryna René, and I'm the Editor for the *Inspired Living Publishing* anthologies.

Today's class, the fourth in our series of master classes, is entitled "**What to Expect from the Editorial Process.**" In this class, we'll talk about:

The flow and timeline of our editing process together
What to expect from each stage of the process, and
What you can do if you need extra support in your story creation process.

First, let's talk about the editorial timeline. Your self-edited draft of your story, as complete as you can make it, should be e-mailed to me through the submissions e-mail provided in the Inspired Living Publishing Author Resource Center. All deadlines will be communicated via e-mail and can also be found in the Inspired Living Publishing Author Resource Center. Please honor all deadlines provided.

Submit your first draft to Submissions@InspiredLivingPublishing.com

Please submit your story as a Microsoft Word or **Microsoft Word compatible file** or **Adobe PDF** files.

Please use the email address provided in the Author Resource Center.

Watch for an automated CONFIRMATION email confirming receipt of your story. (If you do not receive the confirmation email it means your files were not received.)

Be aware that you may not receive a personalized response from me until I begin the editing process.

Again, the draft that you submit should be reviewed by you and anyone of your choosing several times. Really make sure that you're happy with your story, that all of the relevant information is in there, and that you feel your story is as complete as it's going to get before we begin the editing process.

When you're ready to submit, please make sure that your file is in the proper format. I can only accept **Microsoft Word** and **Microsoft Word compatible files** and **Adobe PDF** files. If you have a different word processing program, if you have Pages or another Mac version of a word processor, or if you have a non-Microsoft version of a word processor, you'll need to save your files to Microsoft Word-compatible formats or convert them to PDF files. I can't accept stories that are pasted in the body of an email, stories that are in Notebook or text (TXT) format, or anything else of that nature because it does shift the formatting quite a bit. I won't be able to see where your paragraphs and sentences begin and end as easily if they are submitted in one of those formats.

If you're not sure how to create a Microsoft Word-compatible file with your particular word processing program, there are plenty of tutorial websites and videos that can assist you with that process.

Included in your submission should be the following information:

- Your self-edited story (of approximately 1400 words)
- Your name and email address
- Your bio of 75 words or less, including your web site URL

If you choose to create suggestions for the three journaling questions that will follow your story, you can include those as well.

Remember, you don't *have* to include journaling questions in your submission. That is optional, and I may or may not use the questions that you submit. Sometimes, questions can be asked with more clarity from the perspective of someone who hasn't experienced your story previously. These journaling questions are intended to be self-study tools for the reader and not necessarily a reinforcement of the “theme” of your story, so just keep that in mind if you do choose to create them.

It's fine to put all of these items in the same file, just make sure that they are titled and spaced appropriately.

You may also come up with a title for your story, but it's not required that you do so. We will make every effort to use your created title, but keep in mind that Inspired Living Publishing reserves the right to edit all content, including the title of your story. There are a couple of reasons why we might choose to do that, and I will address those a bit later in this recording. If you don't choose to come up with your own title, please type “Untitled” at the top of your story, followed by your name.

Also, your document file name should include your story title (or “untitled,” as the case may be) and your full name. Please make sure that you do this. Oddly named files make it harder to locate your story.

Once I receive your submission, I will begin working on your Story Content and Development Review. I will send your story back to you with the completed Story Content and Development review no later than two weeks after I receive it. It may be much sooner than that.

Please keep in mind that you will be receiving this story review from me and leave time in your schedule during those first couple of weeks after your submission to complete the changes and revisions that I'm going to ask for.

The Story Content and Development review is the first step in the editing process. Here's how it goes. I'll read your story, and make sure that all of the relevant information for a new reader who's not familiar with your story is present. I may ask some questions about events in your story. I may ask for clarification. I may put notes in the text saying, "Maybe we need to shift the focus in this direction."

All of my questions, comments, and changes will be completed in a Microsoft Word file. I'll use the "track changes" feature, which means that you'll see red-line edits in the file itself. I'll also put my questions or comments in comment boxes in the margins. If, for any reason, your word processing program is not compatible with these features of Microsoft Word, or if you're not able to open those types of files with the track changes included, please let me know straight away so I can create a PDF file for you.

IMPORTANT: Once you receive your Story Content and Development Review, you will have 10 business days or about two weeks to complete any corrections, changes, or rewrites that I have specified in your review.

You'll go through your self-editing process again, making sure that what you've added is congruent with the rest of your story, that it flows, that there are no repeated paragraphs from cutting and pasting, that kind of thing. Then you will resubmit your story to the same e-mail address that you submitted it to the first time, submissions@inspiredlivingpublishing.com.

Once your changes have been made, you'll resubmit your file and I will begin the next stage of the editing process, which is the Line Editing Review. This is the part of the process that most of you will be familiar with as "editing." I will go through your story line by line. I'll make adjustments to things like run-on sentences or inappropriate word choices, punctuation, grammatical errors, etc. There will also be some formatting changes. For example, we want to keep all of the dates in the book written in exactly the same way. We want to make sure that numbers are spelled out where appropriate and are numerical where appropriate, that kind of thing.

During this part of the process, I may also make some minor changes to the story itself. For example, I may moving a sentence or paragraph from a point later in the story to a point nearer the beginning. I might remove material that seems irrelevant to the story. I may add in a word or two for clarity. I try not to do that too often, because I want each story to retain as much of the author's voice as possible. However, sometimes it's necessary for me to make a few little tweaks for the sake of clarity and cohesion.

Once I have finished the Line Editing Review, we'll have something that is very close to the final draft of your story. After I've made all of my changes, I will send you a copy of your story, and you will then have five days to review the file. If you have questions as to why I made certain edits, I'm happy to answer them. A lot of times if I need to make an adjustment for clarity or need to remove some material, I'll put a note in the margins for you as to why I did that. Just keep in mind that any changes made are for the benefit of the reader—and for you, so that your story comes across as clear, streamlined, and engaging as possible.

Once you've received your line-edited draft from me, you will have one more chance to make changes to your story. If any of the changes that I have made have caused an error in the story, or if there are any changes you have questions about, this is your chance to address them.

This will also be your last chance to make changes to your bio. I know that a lot can happen in the few months between your original submission and the point when your story is ready for publication, so if there are any changes in your bio, you will be able to make those corrections during this stage of the process. Your bio will be at the bottom of the edited draft of your story, so you can make all of your final changes at the same time.

When you receive this final edited draft from me, you will have three days to get back to me, either approving the draft wholeheartedly (which is always wonderful for all of us) or with any changes that need to be made in order to finalize the file. Once we are both satisfied with the final draft, the file will go to proofreading and layout.

Once your file has gone to layout, NO ADDITIONAL EDITS/CHANGES can be made, so be careful in your review of your story. In addition to making sure that no inaccuracies have been created during the editing process, do a last check to be sure that all proper names are spelled correctly, all place names are spelled correctly, etc.

Just a note on the average scope of edits for a project like this: It may sound as though the line editing process can be extensive, and in certain cases, a lot of changes will be necessary in order to really hone and streamline the story. But most of the time, line editing is kind of like a tune-up for your story. Everything gets tightened and smoothed out a bit, and the process just really helps to bring your story to the next level.

This is a publication that I, Linda Joy, and Inspired Living Publishing take a lot of pride in, and we want to make sure that we deliver the absolute best quality material to our readers. We don't want our stories to read like blog posts or magazine articles, but rather like heartfelt conversations with a close friend. (We talked about this a little bit in class #3, if you want to go back and review my comments there.) If there are changes necessary to things like tone and presentation, we'll hopefully be able to resolve those in the Story Content and Development Review, but there may still be changes necessary in the line editing review as well.

Again, most authors won't see really major changes to their stories. It's really just about honing in, cleaning up, and making your piece the absolute best it can be. If your story needs a lot of changes, please don't take it personally. Even Dickens and Hemmingway needed their editors!

It's very important for us to address and be clear on the subject of editorial control. Inspired Living Publishing has the final say over everything that appears in this anthology. I am going to make every effort to preserve your voice, your tone, and your material in exactly the way that you'd like it to be presented. However, the final editorial say does lie with Inspired Living Publishing—and with me as your editor.

This policy is in place so that whatever appears in our books is congruent with the positive message of Inspired Living Publishing, and with the tone, presentation, and quality that characterizes books released by Inspired Living Publishing. This approach, combined with our Authentic Storytelling Model, has created multiple best-sellers.

You've been chosen to participate in this anthology because your message is already in alignment with the message of Inspired Living Publishing, so we don't expect there to be any clash of ideals here, but please do keep in mind that the editorial discretion is in place for the reasons I just stated.

Like I said previously, I am absolutely happy to address any questions you have about why certain changes have been made to your story. If there is extensive editing necessary, I will be in communication with you throughout that entire process so that we can stay on the same page and make sure that you are 100% satisfied with the final draft of your story.

That said, we do have a fairly tight timeline for this anthology project. As you can imagine, on a project of this scope we can't allow one or two authors to hold up the entire project with additional rewrites or changes. Therefore, all deadlines given must be tightly adhered to. All of the deadlines for reviews and changes after your initial submission will be communicated to you by me, via e-mail, and additional information can be found at the Inspired Living Publishing Author Resource Center.

Again, while I am happy to be in dialogue with you about the editing process and how it works, and why certain changes are necessary, we won't be able to do extensive back and forth with small changes and details during this editing process. So when you receive your first editorial review, try to make the changes I ask for to the fullest extent possible so we don't have to keep going back to the same issues. If you have questions about what I'm asking you to do, just send me an e-mail. Also, when you receive your line-edited draft from me, read the story very carefully to be sure all of the changes resonate with you, and take this opportunity to ask more questions and make any final adjustments so we don't end up scrambling to correct errors in your story at the last minute.

For those of you who have contributed to previous anthologies, I'd love to welcome you back, and I'm excited to work with you again. I'll also ask you to keep in mind that the process here will be slightly different than that which you've experienced before, simply because we don't have the time available for extensive back-and-forth during the editing process. Therefore, please be sure that your story is in the absolute best shape possible before pressing "send" on your submission e-mail.

If you do find yourself struggling with the story creation process, or if your story does require extensive editing, we have a couple of options for you that can help streamline the process and make sure that we are able to have your story completed by your deadline.

If, after your Story Content and Development Review and subsequent re-submission, your story still needs extensive work (and please keep in mind that this is a rare situation; I don't

want to imply that this will be necessary for every author), we do have a couple of options available for you.

Option one would be to skip ahead to the Line Editing review, even though there are still questions and issues to be resolved in the story content. I will go through your story with a fine-toothed comb, and make extensive changes. I don't want to say that I'll rewrite your story for you, but this would be closer to a rewrite than the normal editing process. You would then have the chance to approve the story and question any changes to the content, and we could go back and forth one or two times so you have some input in the finalized story.

Option two is for you and I to work together to create your story, independently of the anthology project. This would NOT be part of the services included with your ILP Publishing, Marketing and List-Building Package. Instead, this would be a project that is between you and me, and you would be responsible for any fees incurred. This option gives us the chance to work together to create your story for as long as it takes, and be able to go back and forth as many times as you need to create something that you're really going to be thrilled with, and also ease the burden of the writing process if you feel that it's really challenging for you. You can email me at bryna@wordsbyaphrodite.com to discuss the details.

Option three is to find an outside resource to assist you with your story creation. If, after your Story Content and Development Review and re-submission there are still major issues with the formatting or flow of your story, you can choose to hire an outside editor to work with. Then, you can re-submit your story once it's been reshaped to meet our editorial guidelines. Once you've submitted this new, edited story, we will step into the Line Editing Review in the same way we would for any other submission.

Again, the cases in which these options may be necessary will be really rare. But, I did want to outline the process in case you find yourself feeling stuck, or your story needs more extensive changes than the normal editing process allows for.

Please keep in mind that if we do need to go into a more extensive editing process (for whatever reason), this is in no way a reflection on you, your story, or even your writing. We just want to make sure that Inspired Living Publishing delivers the highest quality product in our genre, that everything that we publish is in alignment with our message of joy and empowerment, and that every anthology is something our authors can be proud of and take full ownership of.

I look forward to working with you. Again, I'm happy to answer any questions that you have. You can reach me through the submissions e-mail, submissions@inspiredlivingpublishing.com.

This concludes our fourth Master Series Class. Thank you so much for listening, and for being part of this project.

Happy writing!