**Editing the Anthology**

**Visual editing:**

**Photos:**

1. Are all photos aligned at the top margin?
2. Is each photo credited?
3. Is each caption in italics?
4. Is the caption justified across the width of the photo?
5. Is there a blank line between the bottom of the photo and beginning of the caption?
6. Are there two blank lines between the end of the caption and photo credit?
7. Does a photo appear too dark, or too light, or fuzzy?
8. Are the photos approximately the same size? (they won't all be identical)
9. Is the cover photo credited at the bottom of the page that has the Writing Group Photo?
10. Does the cover photo credit say Ele Radoslovich, Life coach and Photographer?
11. Do all of Jasmine's credits say Jasmine Tritten, LLC?

**Table of Contents (TOC)**

1. Is the table of contents accurate – does each item in the TOC have the correct page number?
2. List of stories by author – Are all the stories named correctly – do they match the TOC?
3. Are there any missing or extra stories listed?

**Headers and Footers**

1. Are page numbers centered at the bottom of the page?
2. Are all page numbers aligned vertically – i.e., are they the same distance from the bottom of the page
3. Are the page numbers sequential – i.e., are there any missing numbers?
4. Do the front pages of the book have Roman numerals?
5. Do headings have the correct author name and story name for each story—Do the story names in the headings match exactly the way they are listed in the TOC?
6. Is the author's name on the LEFT page and the story title on the RIGHT page?
7. Are author's names and story titles on the OUTER Edges of the page – author name on the left side of the left page and story title on the right side of the right page?

**Story Titles**

1. Does each story have a title? The TOC is generated from titles and subtitles, so they should match exactly to the TOC.
2. Does each story have a byline (author's name)?
3. Is each author's name italicized?
4. Is each title in the same font (does it look like it is)?
5. Does each title have a line beneath it?
6. Is there a blank line after the title and before the author's name?
7. Are there two blank lines after the author's name, before the story begins?

**Stories:**

1. Does each section (Humor, Fiction, Essay, Memoir) have an introductory page naming the section and bearing a quote?
2. Is each section quote credited?
3. Does each section page look alike in terms of font, positioning of text?
4. Does each story begin on a right-facing page?
5. Is the first LETTER of each story bold and size 16 Palatino Linotype?
6. Is the first paragraph of each story NOT indented?
7. Is the text of the story justified across the page?
8. Are there any stories where a separator  either ends or begins a page?
9. Are there any spacing issues you suspect? (ex. extra spaces between words, missing spaces, etc.)If a story has several parts to it, does the name of each part of the story have the same font and font size and do they each have the same number of lines before the name of the part?
10. Is the number of blank lines after the name of the part consistent also?

**Quotes:**

1. Are all quotes closed? This is a tedious task and every word of a story must be looked at to determine if all quotes are closed.
2. Do any quotation marks within a story appear to be a different font from other quotations in the story?

**Biographies:**

1. Is there a blank line before the author's photo?
2. Is each photo credited?
3. Is the biography text justified?
4. Is the author's name spelled correctly at the top of the page?
5. Is the copyright information correct for each author?
6. Is the copyright paragraph at the bottom of the 2nd page of each bio?
7. Do the bio pages face each other: photo page on left, second page on right?

**Front Pages**

1. Does the information page have a statement regarding copyrighting?
2. Are the ISBN numbers correct?
3. Does the text indicate the number of writers in the anthology?
4. Is the Edition number correct?
5. Is the year correct?
6. Are the classifications (Literary Collections and General) in place?

**Book Cover**

1. Is everything on the front and back covers spelled correctly?

**Story Content Editing**

Book editing time is not the time to do a critique of each story. However, as the editor reads each story, if there is cause for confusion, the editor will contact the authors.

This is what has to be looked at in the content editing process as the editor reads each story thoroughly:

1. Is the first LETTER of each story larger and bolded?
2. Is the first word of each story NOT indented?
3. Indents – should be 0.2 tab stop
4. Story-within-a-story indents at 0.6 on left and right
5. Capitalization
6. Spelling errors
7. Words that are not in a dictionary
8. Extra spaces; no spaces where one is required
9. Correct use of quotation marks; pairing of opening and closing quotes
10. Anything else the editor believes needs to be addressed as he or she reads the story
11. Quotation marks – be sure each quote has an beginning quotation mark and an ending quotation mark