

# Book vs Publications Editing and *Style*

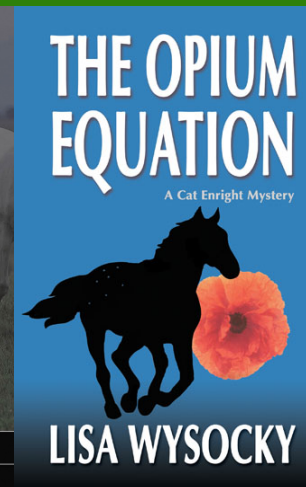
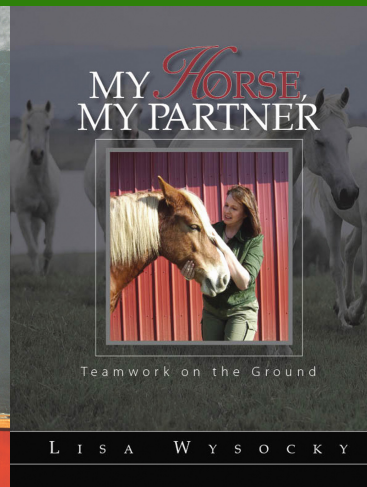
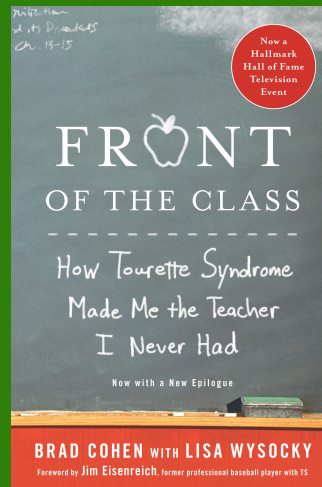
with Lisa Wysocky



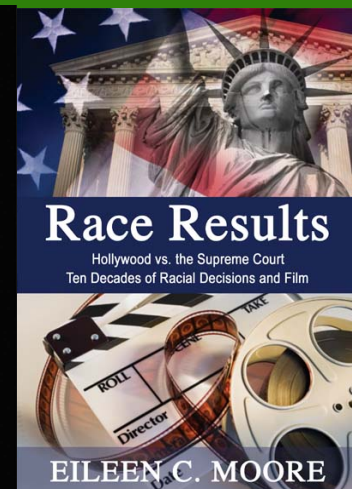
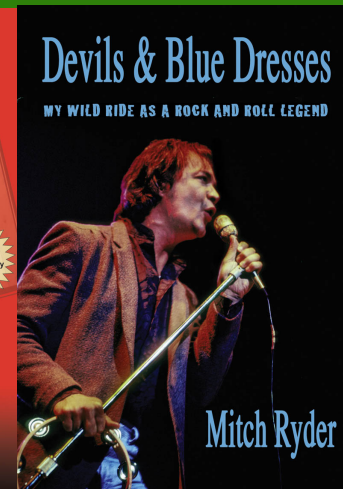
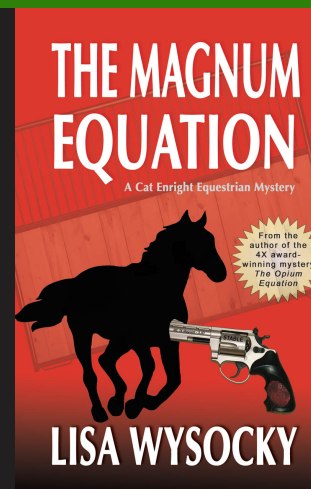
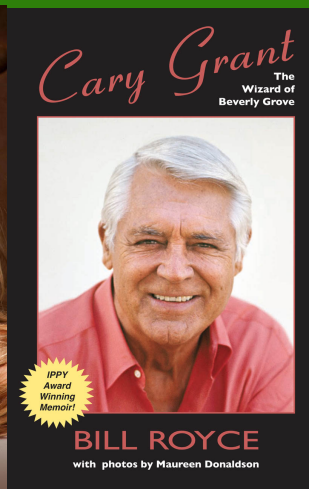
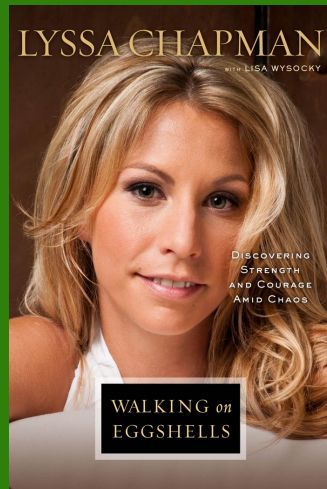
# About Lisa

- Author of sixteen books / ghost of nineteen
- Published by Simon & Schuster, St. Martins Press, The Globe Pequot Press, Sourcebooks, and many others

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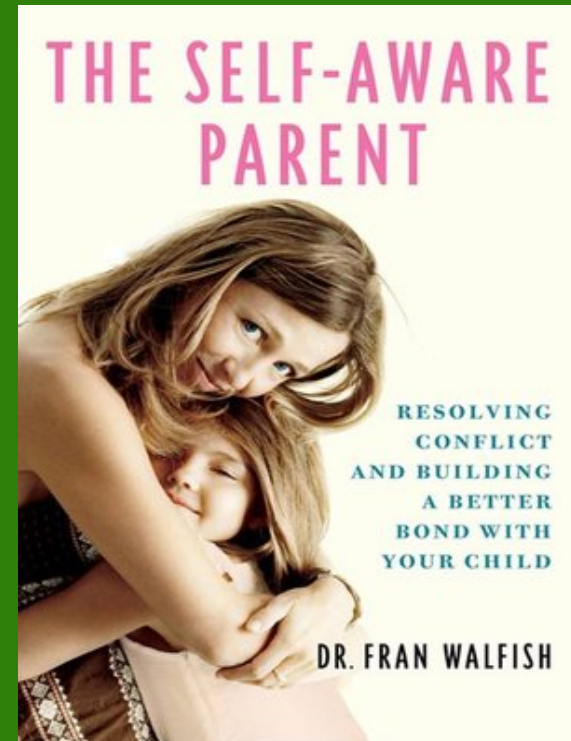
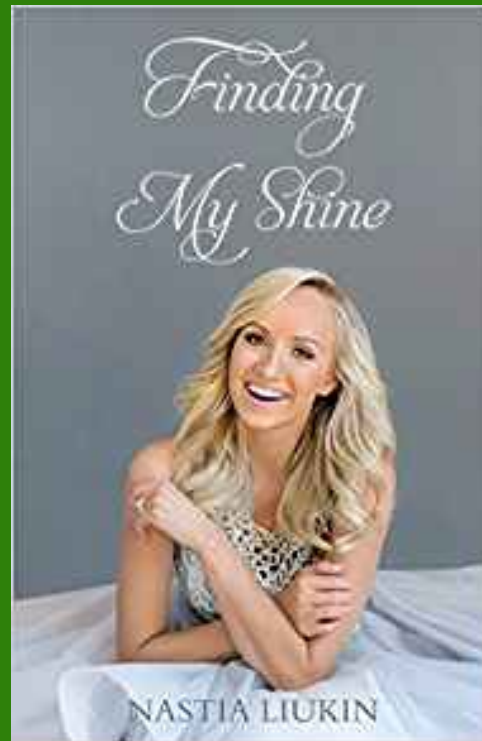
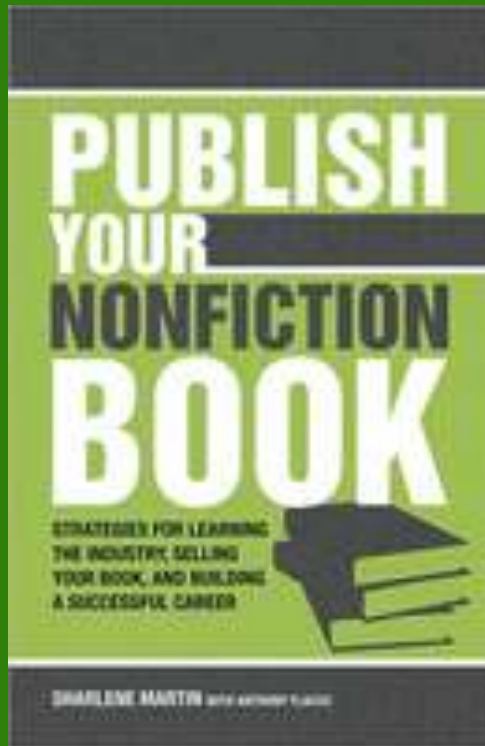


- Editor of more than 100 books
- Author, ghost, or editor of forty-seven award-winning books
- Two authored books to film
- Four authored books to film or TV option



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- Ghostwriter of





- Administers a small book publishing company based in Beverly Hills.

Responsible for:

- Editing
- Interior and cover design
- Budgets
- Distribution



COOL titles

- Freelancer since 1977 with more than 100 magazine articles
- Stringer for the *Nashville Banner*
- Regular substitute co-host for *Horses in the Morning* on the Horse Radio Network with new show in development



# Today's Info Will Help:

- Writers writing or revising work
- Writers submitting to agents or editors, or who self-publish or blog
- Writers currently working with an editor
- Publications adding books to the mix

# Writing Facts

- Editors no longer have time to edit
- Competition is fierce
- Your article, book, or book proposal must be fabulous in presentation before an agent or editor sees it



# TOP DIFFERENCES



# #1 Know Your *Style*

- Chicago Manual of Style for books
- AP Style for newspapers and some magazines
- Many publishers have their own internal style
- If you're wrOng, be consistently wrOng



## #2 Cities and States

**CMOS:** Dallas, Texas

**AP:** Dallas, Tex.



AP Exceptions: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah

30 cities dont need state identification

# #3 The Dash — — —

**CMOS:** dash—long, with no spaces between words

**AP:** dash – with spaces between words

# #4 The Ellipsis

**CMOS . . . like this**

**AP ... like this**

**Use sparingly: slows flow, narrative**

# #5 The Oxford Comma

**CMOS:** saddle, bridle, and bit

**AP:** saddle, bridle and bit

CMOS highly recommends the  
oxford comma, and AP avoids it





# #6 Numbers

5

**CMOS:** eighty-seven. Spell out less than one hundred, and large, even numbers: three thousand

ONE

27

Four

???

**AP:** 87 / 3,000. Spell out less than 10, except age, percents, misc

# #7 Age

**CMOS:** a five-year-old horse /  
the horse is five years old

**AP:** a 5-year-old horse /  
the horse is 5 years old



# 8 Money

**CMOS:** fifteen cents, forty-eight dollars, a dollar forty-nine

**AP:** 15 cents, \$48.00, \$1.49



# #9 Titles of Books, Albums

**CMOS:** *The Albuquerque Horse*

**AP:** “The Albuquerque Horse”

# #10 Dictionaries

**CMOS:** *Webster's Third New International Dictionary, or Merriam-Webster's Collegiate Dictionary*

**AP:** *Webster's New World College Dictionary*



# #11 Formatting-1

## CMOS:

1" margins all four sides of the page

Indent paragraphs 1/2 inch

No spaces between paragraphs

Times Roman or Times New Roman

Page break for new chapter

Page number upper right corner

# #11 Formatting-2

## CMOS:

Book/ author name in header,  
upper left

Double space everything, left  
justified

**AP:** However the publisher asks



# #12 Team Work

## Books:

Six or seven edits

## Publications:

Zero to three edits



# #13 ALL CAPS

**CMOS:** rarely appropriate, use small caps if you must

**AP:** frowned upon, but more accepting

**Both:** IBM, CIA, FBI

# #14 Capitalization After Colons

**CMOS:** lowercase the 1<sup>st</sup> word unless  
it is a proper noun  
the start of at least two complete sentences  
or a direct question

**AP:** lowercase unless a proper noun or a  
complete sentence



# #15 Capitalization in Titles

## **CMOS:**

Capitalize first and last word

Capitalize words of *four* or more letters

Capitalize nouns, pronouns, adjectives, verbs, adverbs

Lowercase “little” words such as a, an, the, to

**AP:** similar, but capitalize *three* words or more

# #16 People Depictions-1

**BOOKS: Nonfiction**—if you present a living person in an unflattering way, you *must* have written corroboration.

**Fiction**—if a fictional character is too much like a real person, that person can sue, even if you publish a disclaimer.



# #16 People Depictions-2

## PUBLICATIONS:

The legal standard is less  
Still have to be factual.



# #17 Microsoft Word

BOOKS: Microsoft Word, using track changes

Publications

Word,  
other  
formats

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makes sense that this scene would cement itself in my mind forever.

The only person missing in this scene is my dad, Jeffrey, who I am equally close to. No doubt Dad was at work, at the hospital where he has practiced vascular surgery for the past three decades. Every day, Lauren and I waited patiently, playing games with our mom until Dad came home in the evening. Our favorite game, was to attach ourselves to his ankles as he came through the door, using his size twelve shoes as our seats. As my dad's long, bowed legs walked toward the kitchen where Mom prepared dinner, Lauren and I flew through the air, giggling.

As I got a little older I thought my family was a bit of a cliché: two parents together and in-love, two kids (one boy and one girl) and a few pets. We sat around the dinner table most nights enjoying a home cooked meal and sharing the events of our day. Now that I am grown up and have moved out of that wonderful home. I can appreciate how rare and special it was. I was

- Lisa Wysocky 2/6/14 6:59 PM  
Comment: Let's think up some really snappy chapter titles, or leave the titles off altogether.
- Lisa Wysocky 2/3/14 6:02 PM  
Formatted: Indent: First line: 0"
- Lisa Wysocky 2/2/14 11:58 AM  
Deleted: Her ...27
- Lisa Wysocky 2/6/14 6:59 PM  
Comment: Pleaser spell out all words one hundred and under, and large, major numbers after that: two thousand.
- Lisa Wysocky 2/2/14 11:58 AM  
Deleted: she ...don't ...this ...;
- Lisa Wysocky 2/6/14 6:59 PM  
Comment: Correct usage: my mom, or Mom; my dad, or Dad
- Lisa Wysocky 2/2/14 10:36 AM  
Deleted: d
- Lisa Wysocky 2/6/14 6:59 PM  
Comment: The word "would" is only properly used in hypothetical situations and in future tense.

# #18 Periods in Abbreviations

**CMOS:** No periods with abbreviations (UN, PhD, USA)

**AP:** Periods (*U.N., Ph.D., U.S.A.*)



# #19 Newspapers/Magazines

CMOS: *My Magazine*

AP: My Magazine



# #20 The Ampersand

**CNOS:** Spell out “and” unless & is in a title, or name of a business

**AP:** Spell out “and” unless & is in a title, or name of a business



# Remember

- Style is subjective
- Style evolves
- Sometimes it works to break the “rules”

**WORDS**  
writing  
**Reading**  
*books*  
author



EXTRAS

# ONE Space After a Period

- Most software automatically inserts half to one space
- Check for extra spaces between words

# Limit “ly” and “ing”

- Writing is tighter without
  - Mostly limit “would” to events that happen in the future.
- ✓ “Sam would ride when he was sad.”
- ✓ “Sam rode when he was sad.”

# That or Which?

- Use “that” when no comma is needed
  - Use “which’ after a comma
- ✓ “I saw a big, black horse that was pretty.”
- ✓ “The horse, which was big and black, was pretty.”

# That or Who?

- Use “who” after people (a girl who)
  - Use “that” for everything else
- ✓ “There’s the man who fell off the horse.”
- ✓ “Where is the horse that fell?”

# Put Yourself Last

- ALWAYS mention yourself, or the character who is speaking, last
  - It is literary rudeness to put yourself first
  - Exception: when a character might speak that way
- ✓ “Me and Andy went to the barn.”
  - ✓ “Andy and I went to the barn.”

# Me, Myself, or I?

- To determine, take the other person out of the sentence.

✓ “Andy and me went to the barn.”

✗ “Me went to the barn.”

✓ “Andy and I went to the barn.”

# Short Paragraphs Rock!

- No longer than a third of a page (as a rule)
- Internet/technology has changed the way we process information



# Tense?

- Choose one and stick with it
- Past, present, future



- ✓ “She had seen that he would run fast.”
- ✓ “She saw that he ran fast.”

# Know Your Genre

- Read what you write
- Most book and magazine publishers look for shorter works than in the past

# Take Time to Explain

- Will Mrs. Average in Omaha understand?
- Do not assume she will



# KISS

- The average reader reads at an 8th grade level.



# Spell Check

- Do it!
- Then do it again
- And again
- Then print out a hard copy to proof

# Nonfiction Book Facts

- Nonfiction: prepare an in-depth book proposal of 45-70 pages
- A publisher will sign your book as much for your ability to promote, as for the book itself



# Self-Publishing?

- Your end product (editing, formatting, cover design, and printing/ manufacturing) *must* be *better* than books produced by a large publisher.

# Lisa's Top Resources

1. *Publish Your Nonfiction Book* by Sharlene Martin and Anthony Flacco
2. *Get Known Before the Book Deal* by Christina Katz
3. *The Savvy Author's Guide to Book Publicity* by Lissa Warren



# For More Info

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