

# EDITING 101

## THE FUNDAMENTALS OF COPYEDITING





Welcome to Editing 101: The Fundamentals of Copyediting.

We are glad you decided to take this course, and we hope you greatly benefit from it. This class will provide detailed discussions about the publishing field, editing skills, and the business and IT requirements necessary to succeed in running your own editorial business. If at any time you have a question, feel free to email us at [classes@editorialinspirations.com](mailto:classes@editorialinspirations.com).

At the end of the course, to include the completion and submission of all the instructor-graded exercises and the post-test, a certificate of completion may be requested.

### **Recommended Course Materials**

*The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 18th ed. Chicago: University of Chicago Press, 2024. (Referred to as "CMS" or "CMOS" herein.)

### **Time Limit**

You have one year to complete this course. During that time, you may email us with any questions to help you better understand the material. Emails are generally responded to within 24 hours of receiving them.

### **Submitting assignments**

By email: Scan and email your assignments to [classes@editorialinspirations.com](mailto:classes@editorialinspirations.com).



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## Introduction



April Michelle Davis is a freelance editor, indexer, and proofreader. She is the executive director of the National Association for Independent Writers and Editors (NAIWE), the coordinator for the Virginia chapter of the Editorial Freelancers Association (EFA), and a lifetime member of the American Copy Editors Society (ACES). She teaches courses through her own company, Editorial Inspirations, as well as for associations and colleges on topics such as editing, indexing, grammar, writing, and macros.

Before founding Editorial Inspirations in 2001, April Michelle was an assistant editor at the National Society of Professional Engineers and a program assistant for the American Prosecutors Research Institute. Her credentials include a master's degree in publishing from George Washington University and a bachelor's degree in English from Messiah College, as well as certificates in editing (University of Virginia), book publishing (University of Virginia), and professional editing (EEI Communications).

April Michelle is an expert in the publishing industry. She takes this honor seriously and pays it forward by sharing her knowledge with others. In the past few years, she has had the privilege to present sessions on various editorial topics, such as what an editor does and the steps to becoming an editor, tips for and the benefits of working with an editor, indexing, macros, grammar, marketing, and Microsoft Word at the Be a Better Freelancer conference, Randolph-Macon College, the Christian PEN: Proofreaders and Editors Network, RavenCon, the Hanover Book Festival, the EFA, *Copyediting* newsletter, and NAIWE.

April Michelle also has shared her insights about her career development by contributing quotes and vignettes to several books:

- *When Talent Isn't Enough: Business Basics for the Creatively Inclined*
- *Ease into Writing*
- *The Indie Author Revolution: An Insider's Guide to Self-Publishing*
- *Juggling on a High Wire: The Art of Work–Life Balance When You're Self-Employed.*

In addition, she was mentioned in the ACES Tracking Changes winter 2015 newsletter and as well as quoted on branding and interviewed for the Editor Spotlight.

April Michelle has taken her role full circle by becoming a published author:

- *A Guide for the Freelance Indexer*
- *Choosing an Editor: What You Need to Know*
- *A Princess in Disguise*

April Michelle Davis is originally from northern Virginia and has lived in Richmond, Virginia, since 2007.