

The Craft and Business of Language Editing and Copyediting

Working as a Freelance Author's Editor

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INTRODUCTION

- **What author's editors do**
- **Finding clients**
- **Marketing your business**
- **Building author–editor relationships**
- **Getting continuing professional education**
- **Networking with other professionals**
- **Resources**

What Author's Editors Do (part 1)

- **Formatting**
- **Grammar, punctuation, spelling, syntax**
- **Transitions**
- **Topic organization and logic**

What Author's Editors Do (part 2)

- Target journal's style
- Cross-references
- Presentation issues
- Permissions
- Language polishing (for non-native speakers)

What Issues Editors Handle for Non-native English Speakers (part 1)

- **Missing or incorrectly used items**
- **Repetition of phrasing**
- **Stilted language**
- **Redundancy**
- **Tone (formality level)**

What Issues Editors Handle for Non-native English Speakers (part 2)

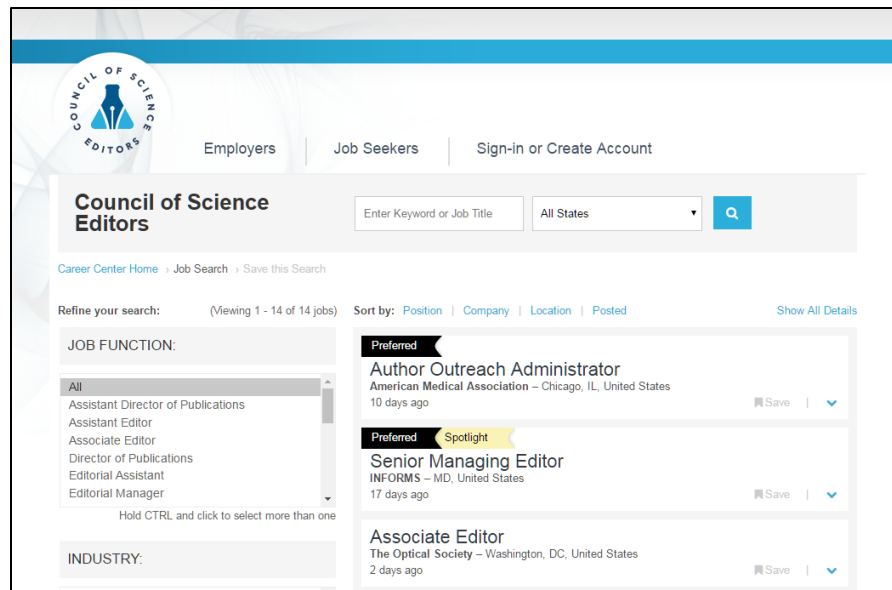
- **Patchwriting**
 - What is it?
 - Why is it done?
- **Plagiarism**

How and Where Editors Find Clients (Part 1)

- **University research programs**
- **Journal managing editors**
- **Current clients**
- **Colleagues (freelance and in-house)**

How and Where Editors Find Clients (Part 2)

- Editing services, such as American Journal Experts
- CSE's Career Center: <http://councilscienceeditors-jobs.careerwebsite.com/jobseeker/search/results/>



How Editors Market Their Business (part 1)


- Do at least 1 marketing activity every workday *even when work schedule is full*
 - Keep in touch with a client or
 - Tweet or post to Facebook or
 - Write a blog post or
 - Network with colleagues or
 - Post a LinkedIn status update

How Editors Market Their Business (part 2)

- Business website tailored to clientele

KOK Edit: Katharine O'Moore-Klopf

consulting medical editor



▶▶▶ **A** medical editor can make a good book or a good journal article great, getting rid of inconsistencies, pointing out errors of fact, eliminating wordiness, smoothing transitions between topics, and correcting grammar errors and misspellings. A good medical editor is the author's passionate advocate.

I am that advocate. I will help you make your book or journal manuscript the best it can be. If you are not a native speaker of English, I will work with you to remove the language barrier that can keep book publishers and biomedical journals from considering your manuscript.


I am Katharine O'Moore-Klopf (doing business as KOK Edit), an experienced medical editor and a board-certified editor in the life sciences who has helped non-native English speakers in more than 20 nations get their articles published in more than 50 biomedical journals.

Call or e-mail me today so that we can discuss how I can help you with your manuscript. Please see [Fees and Terms of Service](#) for additional information.

What's New?




Thank you very much for your brilliant work.

—Masafumi Kashii, MD, PhD, Spine Clinic, Department of Orthopedic Surgery, Osaka University Graduate School of Medicine



- [home](#)
- [about](#)
- [services](#)
- [English-language editing](#)
- [clients](#)
- [projects](#)
- [library](#)
- [administrative](#)
- [contact](#)

- [copyeditors' knowledge base](#)

How Editors Market Their Business (part 3)

Don't just list qualifications. Demonstrate them!

- **LinkedIn profile**
- **Business Twitter account**
- **Business Facebook page**

How Editors Market Their Business (part 3a)

The image shows a LinkedIn profile for Katharine O'Moore-Klopf, ELS. The profile includes a header with navigation links (Home, Profile, My Network, Jobs, Interests, Business Services, Try Premium for free) and a search bar. Below the header is a banner for 'Unsecured Business Loans' and a row of book covers. The main profile section features a profile picture, name, and title: 'Managing Editor at Journal of Urgent Care Medicine and Consulting Medical Editor at KOK Edit'. It lists her current role, previous roles at Churchill Livingstone, Simon & Schuster, and Meisheer Publishing, and her education at the University of Houston. A 'View profile as' dropdown and '500+ connections' are also visible. Below the profile information are sections for 'Add a section to your profile', 'Language', 'Volunteering Opportunities', 'Honors & Awards' (listing the Robinson Prize, 2013), 'Certifications' (Editor in the Life Sciences (ELS)), and 'Summary' (listing various editing services).

LinkedIn Profile: Katharine O'Moore-Klopf, ELS

Current: Journal of Urgent Care Medicine, KOK Edit, Copyediting Newsletter
Greater: New York City Area | Publishing

Previous: Churchill Livingstone, Simon & Schuster (Pocket Books), Meisheer Publishing

Education: University of Houston

Profile Strength: All-Star

Who's Viewed Your Profile:

- 6 Your profile has been viewed by 6 people in the past 7 days.
- +1 Your rank for profile views improved by 1% in the past 15 days.

Honors & Awards:

Robinson Prize, 2013
 American Copy Editors Society
 March 2014
 Nominees are evaluated on a combination of elements, which can include editing, design, mentoring and training, fostering a sense of teamwork and pride among colleagues, and anything else that furthers the craft of professional editing.
 "This award isn't designed to applaud the best speller or the best grammarian," says ACES President Teresa Schmedding, who helped establish the award in 2005. "Being a good..."

Certifications:

Editor in the Life Sciences (ELS)
 Board of Editors in the Life Sciences (<http://www.bels.org>)
 Starting 2008

Summary:

- Precise copyediting and substantive editing of
- *Medical textbooks and journal articles
- *Allied health textbooks and journal articles
- *Mainstream and alternative health books
- *College textbooks and journal articles
- *Trade books (consumer health and psychology, nonfiction)
- *Medical journal articles written by...

How Editors Market Their Business (part 3b)



K. O'Moore-Klopf
@KOKEdit

Most fun compliment ever from one of my clients: "I trust you implicitly to provide the pithy." Made my day. :-D

LIKES

7



1:51 PM - 3 May 2016



K. O'Moore-Klopf
@KOKEdit

On Editors' Weekly, the blog of [@editorscanada](#), I map out how to become a medical editor.



How to Become a Medical Editor

As a medical editor, I think I have the best job in the world. While I'm getting paid to edit medical manuscripts, I get to keep up with the latest research findings and tre...

blog.editors.ca

How Editors Market Their Business (part 4)

*Hash out editing problems, share resources,
show leadership:*

- Editing-related Facebook groups
- Professional associations
- Editing email discussion lists

How Editors Develop Great Relationships with Authors (part 1)

- **Don't guarantee publication**
- **Refer to translators if necessary**
- **Explain the editing process**
- **Explain editing jargon**
- **Keep authors informed of project progress**

How Editors Develop Great Relationships with Authors (part 2)

- Use plain language in all communications
- Query respectfully
- Suggest editorial fixes
- Use authors' preferred communication methods

How Editors Develop Great Relationships with Authors (part 3)

- **Keep authors informed of your availability and travel**
- **Keep in touch between projects**
- **Be patient**
- **Say thanks**
- **Send holiday wishes by email**

Where Editors Get Continuing Profession Education (part 1)

- Annual meetings of professional associations
- Coursera: <https://www.coursera.org>
- Audio conferences from *Copyediting* newsletter:
<https://www.copyediting.com/individual-training/>
- Online courses and webinars from the Editorial Freelancers Association (EFA): <http://www.the-efa.org/eve/catalog.php>

Where Editors Get Continuing Profession Education (part 2)

- University editing certificate programs
- Science, editing, and publishing blogs
- Webinars from American Medical Writers Association (AMWA): http://www.amwa.org/online_offerings
- Webinars from CSE:
<http://www.councilscienceeditors.org/events/upcoming-events/upcoming-webinars/>

Where Editors Do Professional Networking (part 1)

- **American Medical Writers Association (AMWA)**
 - Meetings
 - AMWA email discussion list
- **Council of Science Editors (CSE)**
 - Meetings
 - CSE email discussion list (CSE-L)

Where Editors Do Professional Networking (part 2)

- **Editorial Freelancers Association (EFA)**
 - Meetings
 - AMWA email discussion list
- **Society for Technical Communication (STC)**
 - Meetings
 - STC email discussion list
- **“Networking” page of the Copyeditors’ Knowledge Base**

Resources for Editors

- American Medical Writers Association (AMWA):
<http://www.amwa.org>
- *AMWA Journal*, the journal of the American Medical Writers Association: Read current and back issues;
<http://www.amwa.org/journal>
- Blog post: “Marketing Tips for Freelancers”;
<http://editor-mom.blogspot.com/2009/07/marketing-tips-for-freelancers.html>

Resources for Editors (*continued 1*)

- Book from freelance editor Laura Poole, at <http://www.amazon.com/Juggling-High-Wire-Work-Life-Self-Employed/dp/0986053821/>: *Juggling on a High Wire: The Art of Work-Life Balance When You're Self-Employed*
- Books from freelance editor Louise Harnby about running an editing business, at <http://www.louiseharnbyproofreader.com/books-and-guides.html>:
 - *Business Planning for Editorial Freelancers*
 - *Marketing Your Editing & Proofreading Business*

Resources for Editors (*continued 2*)

- Booklets from the Editorial Freelancers Association about running an editing business, at <http://www.the-efa.org/res/booklets.php>:
 - *Building a Freelance Client Base* (Grace Murphy)
 - *Freelancing 101: What You Need to Know to Run a Successful Business* (Michelle Dalton)
 - *Freelancing 101: Launching Your Editorial Business* (Ruth E. Thaler-Carter)

Resources for Editors (*continued 3*)

- Copyediting-L: email discussion list for editors in all specialities and from around the world; <http://www.copyediting-l.info>
- *Copyediting* newsletter (paid subscription required) and its blog (no subscription required): <https://www.copyediting.com>
- Copyeditors' Knowledge Base: follow its links to materials to fill in your professional and business knowledge gaps;
<http://www.kokedit.com/ckb.php>

Resources for Editors (*continued 4*)

- Copyeditors' Knowledge Base, “Networking” page:
http://www.kokedit.com/ckb_5.php
- CSE-L: CSE's email discussion list; navigate to the “Members Only Area” at
<http://www.councilscienceeditors.org>
- Editorial Freelancers Association (EFA):
<http://www.the-efa.org>

Resources for Editors (*continued 5*)

- Folder with a periodically updated PDF of editing services, with links to their websites, here:

<https://www.dropbox.com/sh/isusr3iy8au98dx/AACM1B4-bSBVDNL7TvG3RYUfa?dl=0>

- National Association of Science Writers (NASW):

<http://www.nasw.org>

- *Science Editor*, the CSE journal: Read current and back issues;

<http://www.councilscienceeditors.org/publications/science-editor/>

Resources for Editors (*continued 6*)

- Society for Technical Communication: <http://www.stc.org>
- *Scientific Style and Format*, 8th edition:
 - The style guide online: <http://www.scientificstyleandformat.org>
 - The guide's online discussion forum:
<http://www.scientificstyleandformat.org/goto/forum> (see bottom of page)
- TECHWR-L (aka TechWhirl) email discussion list and community for technical editors: <http://techwhirl.com>