06 Book editing – a possible workflow

(See also video: Book editing using macros (13:53): youtu.be/WSfXidPGC1A)

Here's what I do as I start a new book job, if I'm editing. This is clearly a lot more complicated and detailed. I keep trying to refine this 'recipe' each time I edit a job, but it's far from perfect.

Action	Result
Read the brief and/or style guide (if provided) and fill in as much as possible of the stylesheet	Some items decided on stylesheet (see Appendix 7)
If the book is in separate files, create an AllWords file using *MultiFileText*	All the words (inc. footnotes and text from textboxes), but no images, in one file
Run *DocAlyse*	Stylesheet with more decisions, including some items in the word list, e.g. co(-)operate, learn(t/ed) etc
If no decision on UK/US English, run *UKUScount*	The numbers of UK and US English words, and hence a language decision
If no decision on is/iz, run *IZIScount*	The numbers of -is- and -iz- words used, and hence an is/iz decision
Run *SpellAlyse*	List of apparent spelling errors
Read through spelling error list and use *SpellingSuggest* to add alternates, e.g. mesage|message, but colour or highlight words that need checking when I do the actual read through Copy and paste any 'suspect items' in the proper noun section of the error list into a separate document for later use, e.g. Macmullan MacMullan	Spelling errors needing to be changed Spelling queries to be highlighted List of a few possible proper noun errors
Copy spelling error list to the end of the *FRedit* list and run *FReditListProcess* once with words in the spelling error list (any case) and once with proper nouns (case sensitive)	*FRedit* items for spelling
Run *HyphenAlyse* (and also *WordPairAlyse*)	Frequencies of all hyphenated words and of all words with certain prefixes (anti-, non-, post-, pre- etc)
Use *HyphenationToFRedit* to add items to the *FRedit* list that will correct hyphenation (and remember to record hyphenation decisions in the Words List at the end of the style sheet)	*FRedit* items to correct hyphenation Updated Words List
Run *ProperNounAlyse*	A list of possibly mis-spelt proper nouns, including frequencies
Use *ProperNounToFRedit* or *HyphenationToFRedit* to create items for the *FRedit* list	Items for the *FRedit* to correeect mis-spelt proper nouns
Check through proper noun list and try to resolve any conflicts with names of different spelling, using *InstantFindUp* or *FindSamePlace* to jump around and look at the context, and/or *GoogleFetch* to check names on the internet	Items added to *FRedit* list to correct (or highlight, if not sure) proper noun errors
If not sure on some names, query with author and get them correct, and *only then...*	More items for *FRedit* list
For academic jobs, run *CitationAlyse* to check the references and...	List of referencing issues to check via the internet or query with the author
...use *AuthorDateFormatter* to sort formatting of names, initials and dates	Improved formatting of references list