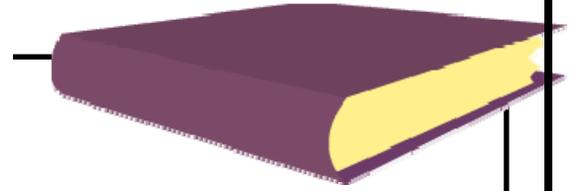


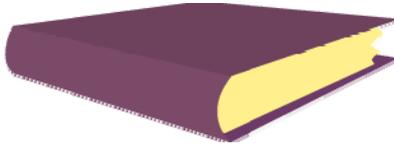
How a Manuscript Becomes a Book



A book has to go through several different steps between being written and ending up in the hands of its readers. Once the writing is finished, the manuscript is given to an editor. It is the editor’s job to make sure that the structure or organization of the book makes sense, that the sections of the book (or story, if the book is fiction) are in the right places, and that the book is easy to read and comprehend. Once the author and the editor are in agreement that the book is in good shape, a second editor will copyedit this book; this means that the book will be reviewed again specifically to look for errors like misspelled words, using the wrong word, grammatical mistakes, etc. Then the book is formatted for publication. In the old days, when books were actually typeset by hand, each page of the book had to be laid out one metal letter at a time inside of a printing press. Nowadays, “typesetting” is done on a computer. Once the book pages have been formatted to look like a book, the manuscript is then reviewed a third time, by a proofreader. The proofreader’s job is to catch any errors that the author and the editors may have missed. It is because books are reviewed so carefully, so many times, that you seldom find a spelling error in a published book. While all of this editing and proofreading has been going on, a graphic designer has been working on the book cover design. When both the cover and the interior files are complete, only then can the book be printed, so that you can find it in your local bookstore!

There are six main steps required to get a book ready for publication. Summarize the paragraph above by explaining the six steps. Use transition words that indicate sequence.

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PARAGRAPHS WILL VARY

Order is:

writing
editing
copyediting
formatting
proofreading
cover design
printing