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McGraw-Hill's Proofreading Handbook (NTC Reference)



Synopsis

Expert advice to perfect your proofreading skills McGraw-Hill's Proofreading Handbook helps ensure that your documents are letter-perfect, every time. Veteran editor and proofreader Laura Anderson arms you with all the tools of the proofreader's trade and walks you step-by-step through the entire proofreading process.

Book Information

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The ideal desk companion for everyday writers, aspiring copyeditors, professional proofreaders, and veteran perfectionists alike From term papers and annual reports to books and online articles, important documents only look professional if they are free of errors. And whether you're a student, a businessperson, or a professional proofreader, it's your job to make sure that every piece of writing that crosses your desk is clear, concise, and correct. Now you can avoid embarrassing mistakes and hone your critical skills with McGraw-Hill's Proofreading Handbook, the most up-to-date and authoritative guide to ensuring your documents are error free. Completely updated to include the latest information on Web-based material, this second edition makes proofreading easy for beginners and nonprofessionals, while providing a complete compendium of helpful resources that accomplished proofreaders will return to again and again. Step-by-step instructions take you through the entire proofreading process, showing you how to: Read for accuracy and train your eyes to hunt for errors Create a style sheet to help you stay consistent Check facts thoroughly and

efficiently Use good judgment when querying the author Master the art of making proofreader's marks Understand typesetters' language This comprehensive guide also provides you with the tools of the trade, giving you valuable sample style sheets, proofreading checklists, a list of commonly misspelled words, and a chart of proofreading symbols--everything you need to dot your I's and cross your T's. You'll never send out a resume, submit a report, or hand in a proofread manuscript without first consulting this go-to guide.

Laura Anderson is an experienced editor and proofreader. She lives in Memphis, Tennessee.

If you see anything that is a McGraw-Hill book or reference material, BUY IT! Trust me. I have several of McGraw-Hill's books and reference materials, and they are one of the best in their class! The Proofreading Handbook is the most informative one I've seen yet. Also, I never see grammatical mistakes in any of their printed materials. You should try to read a grammar/ linguistic book that I had to read in college. I literally had to translate the writer's language, but I find that McGraw-Hill's materials are always easy to read, understand, follow, and then apply. If you like this one as much as I did, try out "The McGraw-Hill Handbook of English Grammar and Usage." It is better and much more comprehensive than most all others. Perhaps I have seen other reference materials state the same lessons, but not in the same way so I can remember a rule and grasp an idea as easily in the more difficult chapters.

McGraw-Hill's Proofreading Handbook is an excellent book for new proofreaders and a great refresher course for seasoned proofreaders. I love that it has a list of proofreaders' tools, various samples of style sheets (which I really need and like), a section on what to query and how to query, and of course, proofreaders' marks. It even has a section on copyediting issues and points and picas. Great basic book to have on your bookshelf.

My liberal arts education and B.A. in English taught me proper grammar, spelling, punctuation and so forth, but it did not give me the tools of the trade to tell others how to improve their writing. This book shows how to read a text to look for errors and how to mark them so they can be corrected. Excellent book.

Hilariously, the contents are affixed to the cover upside down, with the pages in otherwise correct sequence, running from the last page of the index to the title page. I haven't read it yet, but the

actual content looks super. I'm not going to return it, it's funnier to keep it as an ironic oddity.

Chicago Manual of Style only gives proofreading a dozen of its 1027 pages. That may be sufficient for the "after-set" job of proofreading given the copious offerings in Chicago -- but not enough for a stand-alone guide such as the McGraw-Hill's Proofreading Handbook. As this handbook warns, the job of proofreading may be fading out in deference to the startling advancements in technology which catches so many of the small mistakes that can last until the last minute before hitting the press.

Books okay not exactly what I expected and what made it even worse is the cover is put on backwards and pages are upside down so I'm not sure what's going on with whoever put this together

This came with the jacket upside down and backwards. Kind of odd funny for what the book is.

This was exactly what I had expected. Fat service

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