

## **WithersWorks Editorial Services**

Contact: Robert Withers

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### **Proofreading**

- Comparison with previous versions of manuscript or galley
- Correcting minor spelling and punctuation errors

### **Copyediting**

- Correcting faulty spelling, grammar, and punctuation
- Fixing incorrect usage of words
- Checking cross-references (for example, "As Table 14-6 shows...")
- Ensuring consistency in spelling, hyphenation, numerals, fonts, and capitalization
- Checking for proper sequencing (such as alphabetical order) in lists and other displayed material
- Tracking references to figures, tables, and illustrations
- Calling out missing or duplicate text

### **Line editing**

- Eliminating wordiness, jargon, and clichés
- Clarifying vague or confusing words or phrases
- Revising sentences and paragraphs for flow, tone, and consistent style
- Ensuring that key terms are handled consistently
- Flagging ambiguous or incorrect statements
- Changing text and headings to achieve parallel structure
- Ensuring that previews, summaries, and end-of-chapter questions reflect content
- In fiction, tracking continuity of plot, setting, and character traits, and querying any discrepancies
- Suggesting and sometimes implementing additions and deletions

### **Structural and developmental editing**

- Project consultation and evaluation of point of view, organization, style format, audience
- Consultation about project summary and sample chapters for publisher review
- Manuscript analysis
- Assessing and advising on narrative flow for fiction and topic flow for nonfiction
- Moving paragraphs, sentences, and sections to improve flow
- For fiction, evaluation of fictional characters for deepening, consistency, dialog, prominence
- For nonfiction, evaluation of topic prominence, detail level, clarification, needed information or commentary, consistency of treatment and point of view
- Assessing recommendations of reviewers

## Fact checking and technical copyediting

- Fact checking, including quotes and their sources as well as mathematical calculations
- Verifying abbreviations
- Cross referencing tables of contents, indices, appendices, figures, tables, charts, footnotes, endnotes, and literature cited
- Determining the presentation of numbers and other symbols
- Setting various aspects of typography including but not limited to page margins; headers and footers; subject headings and subheadings; protection against widows and orphans; charts, tables, and figures and their captions; tables of contents; indices; and appendices

## Robert Withers Backgrounder – 20 years of writing and editing experience

### Categories:

- Fiction, screenplays, non-fiction, textbooks, brochures, dissertations, journal articles, proposals
- Press releases, newsletters, white papers, conference summaries
- A/V scripts, slide shows, training programs, manuals
- Web sites, interactive media

### Advertising:

- Copy Supervisor.  
Regan Campbell Ward McCann.  
Saatchi & Saatchi Healthcare Advertising, Robert A. Becker  
Euro RSCG

### Books:

- *Introduction to Film*, by Robert Withers. Barnes & Noble/Harper Collins.
- (Ghostwriter) *INTELLIGENT MEDICINE: A Guide to Optimizing Health and Preventing Illness*, authored by Dr. Ronald Hoffman. Simon & Schuster
- (Ghostwriter) *The Complete Guide To Getting A Grant*, authored by Laurie Blum. Simon & Schuster
- (Ghostwriter) *Laurie Blum's Free Money System*, infomercial workbooks.

### Teaching:

Assistant Professor, Screenwriting and Film  
City College, Brooklyn College, NY Institute of Technology, Fordham University

### Education:

Master of Fine Arts, Bard College.  
B.A., Yale University.  
Native English; read French.