

Editing While Exhausted



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DRAGONFLY EDITORIAL
APRIL 3, 2013**

Why is everyone so exhausted?



- More work + fewer people to do it
- So many distractions
- So much to learn
- No privacy
- Around-the-clock/global work environment

So what do we do?

- **Exhaustion-proof your editing**
 - Be prepared
 - Use checklists and automated tools
- **Create the right environment**
 - Segment your time
 - Clear your head and clean your desk
- **Take care of yourself**
 - Stay healthy
 - Know when to say no

Exhaustion-proof your editing

CREATE SAFETY NETS
FOR YOUR TIRED BRAIN.

Be prepared



- **Style — which one are you using?**
- **Resources — at the ready**
- **Formats — online vs. paper**

Use checklists



- **Make them detailed — but concise**
- **Print them out**
- **Follow them religiously**
- **Check off every item, every time**

<p>Globals</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 spc → 1 spc <input type="checkbox"/> percent → % <input type="checkbox"/> straight → smart quotes and apostrophes <input type="checkbox"/> en → em as appropriate <input type="checkbox"/> em with spaces → closed up ems <input type="checkbox"/> en → "r" in text <input type="checkbox"/> data → plural <input type="checkbox"/> we, our → change to first person <input type="checkbox"/> impact → not as a verb <input type="checkbox"/> abbrev measurements: ft, gal, h, in, km, L, m, mi, min, s (not day, month, year) <p>Formatting Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> hyphen → en in reference cp; numbers <input type="checkbox"/> no superscripts (3rd, not 3rd) <input type="checkbox"/> put reference callouts inside punctuation, and refs at end of sentence (3, 4-9, 15). For quotes, "do this" (7). <input type="checkbox"/> parens like this: [see Brown (3) for more info] <p>Italics</p> <ul style="list-style-type: none"> <input type="checkbox"/> ital for reference callouts, but not parens <input type="checkbox"/> ital for single-letter variables; roman for variables denoted by two or more letters <input type="checkbox"/> ital for n-v in lists (a) dogs, (b) cats <input type="checkbox"/> ital for parts of a figure, e.g., Figure 2a <input type="checkbox"/> no ital for emphasis <p>Number stuff</p> <ul style="list-style-type: none"> <input type="checkbox"/> abbrevs for units of measure prec. by a number <input type="checkbox"/> use "per" if meas. unit is not abbreviated, otherwise, "r" is allowed <input type="checkbox"/> abbreviation for inch (in) takes a period <input type="checkbox"/> put spaces around numbers, operators, etc., in equations <p>Bulleted lists</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use correct bulleted list style (semicolons, semicolons plus "and", then a period). Do not use a colon to introduce lists unless it follows a full sentence <p>Where lists</p> <ul style="list-style-type: none"> <input type="checkbox"/> For where lists, use a flush-left, to "where" w/o a colon <input type="checkbox"/> Change where lists of 2 items or less to text. <p>Text Corrections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Edit title and heads for succinctness, del. colons, spell out acros <input type="checkbox"/> Delete article adjectives from title and heads; cap preps of 5 or more, and if it's last word, also cap who, which, that <input type="checkbox"/> Check hyline against a.a.f., remove titles & degrees <input type="checkbox"/> Delete any subhead before the text <input type="checkbox"/> Ensure paper starts with H1 <input type="checkbox"/> Fix any instances of a head occurring just once <input type="checkbox"/> Do not let acro alone be a subhead <p><input type="checkbox"/> Fix spelling of "Acknowledgments" (no e after g)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fix references <input type="checkbox"/> Add in disclaimer <input type="checkbox"/> Add in peer review info <input type="checkbox"/> Fix author affil, footnote (use initials & last name; spell out "street", use USPS code for state; place comma bet. all items, include country). <input type="checkbox"/> Delete author names if all have same affil. Add in corresponding author's email address. <input type="checkbox"/> Make sure pubs info is there <input type="checkbox"/> Set Table Titles Like This and Figure titles like this, delete colon after Fig # <p>Actually edit the text!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do acronym check (sp once in abel, once in text) <input type="checkbox"/> Remove use of first person <p>Figures and Tables</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mark up figures and tables by hand <input type="checkbox"/> Put notes from figures into captions or text <input type="checkbox"/> Delete rules in table columns, center numerical entries in columns <input type="checkbox"/> All caps for heads and spanner heads, only cap first word in stub headings <input type="checkbox"/> No periods in cell entries unless complete sentence <input type="checkbox"/> Put notes for tables in this order: NOTE, footnote in superscript ital, Source. <p>Queries</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send them <input type="checkbox"/> Incorporate them <p>Print and mark up final copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Text sections: title, subtitle, author, abstract, rule, head levels and lists, rule, disclaimer, peer review, rule, author affiliation footnote, pubs info <input type="checkbox"/> En and em dashes <input type="checkbox"/> Reference callouts <input type="checkbox"/> Figure callouts (on the right) <input type="checkbox"/> Table callouts (on the right) <input type="checkbox"/> Mathematical operators, symbols, and greek letters <p>Mailing Package (should include)</p> <ul style="list-style-type: none"> <input type="checkbox"/> All files <input type="checkbox"/> CD with edited papers and stylesheet <input type="checkbox"/> Hard copy printout of stylesheet <input type="checkbox"/> Invoice
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Edit vertically and horizontally

- One vertical pass through the entire document
- Several horizontal passes:
 - Headers and footers
 - Exhibit numbers and callouts
 - Section or chapter numbering
 - Heads, decks, and bylines
 - Captions and cutlines
 - etc.
- Put this all in a checklist!

Use automated tools

- Proofreading software
- Custom spellcheckers
- Citation list builders
- “Note strippers”
- Indexing software
- Macros

... and other tips and tricks

- **Pick a schedule/shift.** When do you work best?
- **Read aloud.** You’ll hear what needs to be fixed.
- **Print.** Consider a hardcopy second pass.
- **Break it down.** Read 1 page/element at a time.
- **Incentivize.** Plan to edit 50 or 55 minutes, then give yourself a 5- or 10-minute "brain break" (move around, get a snack, step away from the desk).
- **Don’t be an awful-izer.** Just do it.
- **Don’t be a martyr.** Know when to ask for help, an extension, or time off.

Create the right environment

READ, SET, EDIT!

Segment your time

- **“Things to do” form**
 - Initial check-in: email, phone calls, etc.
 - What really needs to get done today? (goals)
 - Meetings/appointments/deadlines for the day
 - Prepare for the next day and set goals
- **Be productive when you’re working. And when you’re not working... don’t work.**

Estimating time: manuscripts & reports

- **The first step in a reasonable schedule is a reasonable estimate. How to estimate time:**
 - Long manuscripts (e.g., books)
 - Complicated, fast-turnarounds (proposals)
- **For big projects:**
 - Estimate how many hours you'll need
 - Break that schedule up by day
 - Give yourself a reasonable daily goals
 - Even better, do this estimation before agreeing to the end deadline
 - Put it all on your calendar

Estimating time: newspapers & magazines

- **Newspapers**
 - The nature of newsroom editing
 - Special projects vs. daily work
 - Hubs/editing for multiple publications
 - Staff reductions/additional responsibilities
- **Magazines**
 - Slightly longer timeline per publication
 - Possibly more complicated editing process
 - Projects of varying length, both of time and words

“Control the Cubicle in Your Pocket”

— Gretchen Rubin, author of *The Happiness Project* and *Happier at Home*

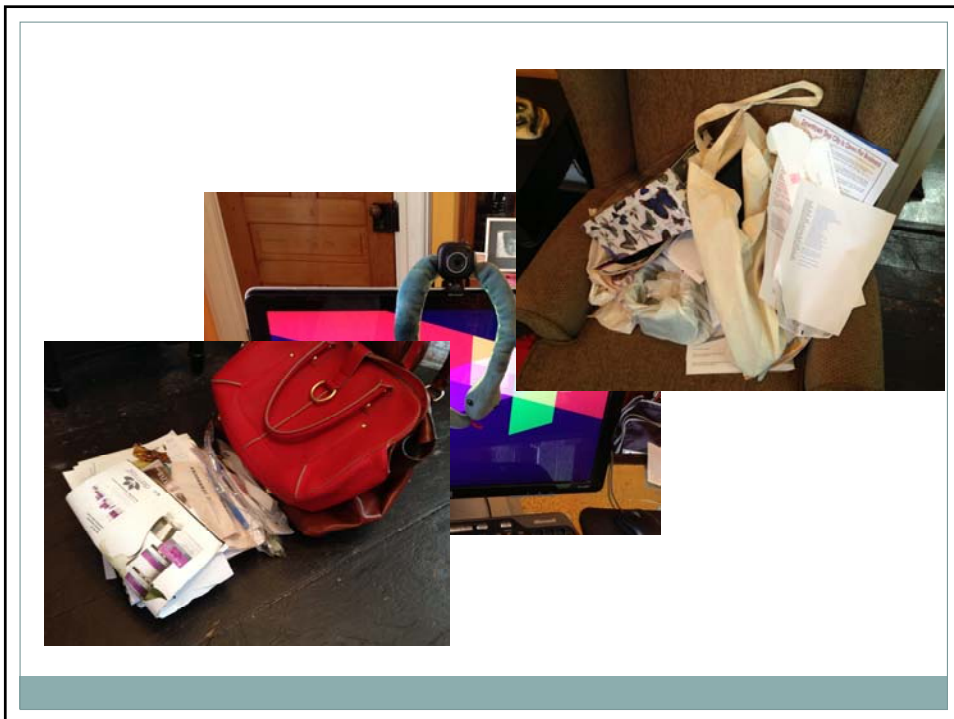
- Set times when you don't check email.
- Don't check email at bedtime.
- Give yourself a quitting time each day. How can you enjoy your leisure if you don't have any?
- “Technology is a good servant but a bad master.”

Clear your head

- Chair yoga
- Take a walk or a bike
- Do squats or situps or pushups by your desk
- Don't forget to breathe and relax your shoulders when "speed editing"
- Take vacations — real ones
- What do you do when you absolutely can't get away from your desk?

Clean your desk (and your brain)

- Get dressed
- Listen (or don't listen)
- Sniff
- Hit the road
- Clean



Take care of yourself



EAT, SLEEP, EXERCISE—AND SET BOUNDARIES

Stay healthy



- **Eat.** Don't let stress do the food shopping.
- **Sleep.** Try setting a sleep alarm.
- **Be merry.** Laugh. It's not brain surgery.
- **Exercise.** Improve cognitive function!
- **Set boundaries.** How much is too much?
- **Relax.** Meditation, yoga, calming music.
- **Listen ...** and respond to your body's signs of stress.

Remember, stress is cumulative.

Tweak it



- *Tweak It: Make What Matters to You Happen Every Day*, Cali Williams Yost
- Ditch “work-life balance” for “work-life fit”:
 - Work + personal life = one big picture.
 - What works for YOU?
 - If what you’re doing doesn't work for you (if you’re continually exhausted), tweak it!
 - Do a week-by-week self-assessment, adjusting as needed. Life will never be perfect, but it can be better.

Set boundaries; know when to say no



- How much sleep do you need?
- How many days in a row can you work?
- How many projects can you manage at one time before you start to forget things?
- How many outside activities can you do — and at what level of responsibility?
- How many family events can you handle?
- How many style guides you can actually master — again, without forgetting things?

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