

# EPILOGUE EDITING'S GUIDE TO CHUNKING MANUSCRIPT FEEDBACK

## 1 ACCEPT EASY LINE EDITS

First, clean up the document. Go through and accept all of the suggestions you agree with. It'll make the document look cleaner and feel less overwhelming.

Then, go through and find changes that will take you less than two minutes and make those.



## 2 USE COMMENTS AS TO-DO LIST

For any line-level comments that will take more than 2 minutes, leave a comment at that place in the text with LL, so it's easily searchable.

## 3 MACRO LEVEL THOUGHTS

Now that you've tackled the low-hanging fruit, it's time to think big picture. What are the changes that need to be implemented across the chapters? Here's where it is most likely to have conflicting advice--think about how to resolve that.



## 4 MESSY MIDDLE

Now, it's time to tackle the meat of the chapters. Follow the same processes from above—can you make changes in 2 minutes? If so, do it! If not, leave comments for yourself coded ML.



## 5 TOGGLE BETWEEN LL AND ML

With your newly marked up manuscript, move back and forth between the line and mezzo level comments so you don't burn yourself out. It gives you a menu of edits to choose from.



## 6 PRINT AND READ

Once you've resolved your menu of comments, print out and read from beginning to end to check for patterns of error.

