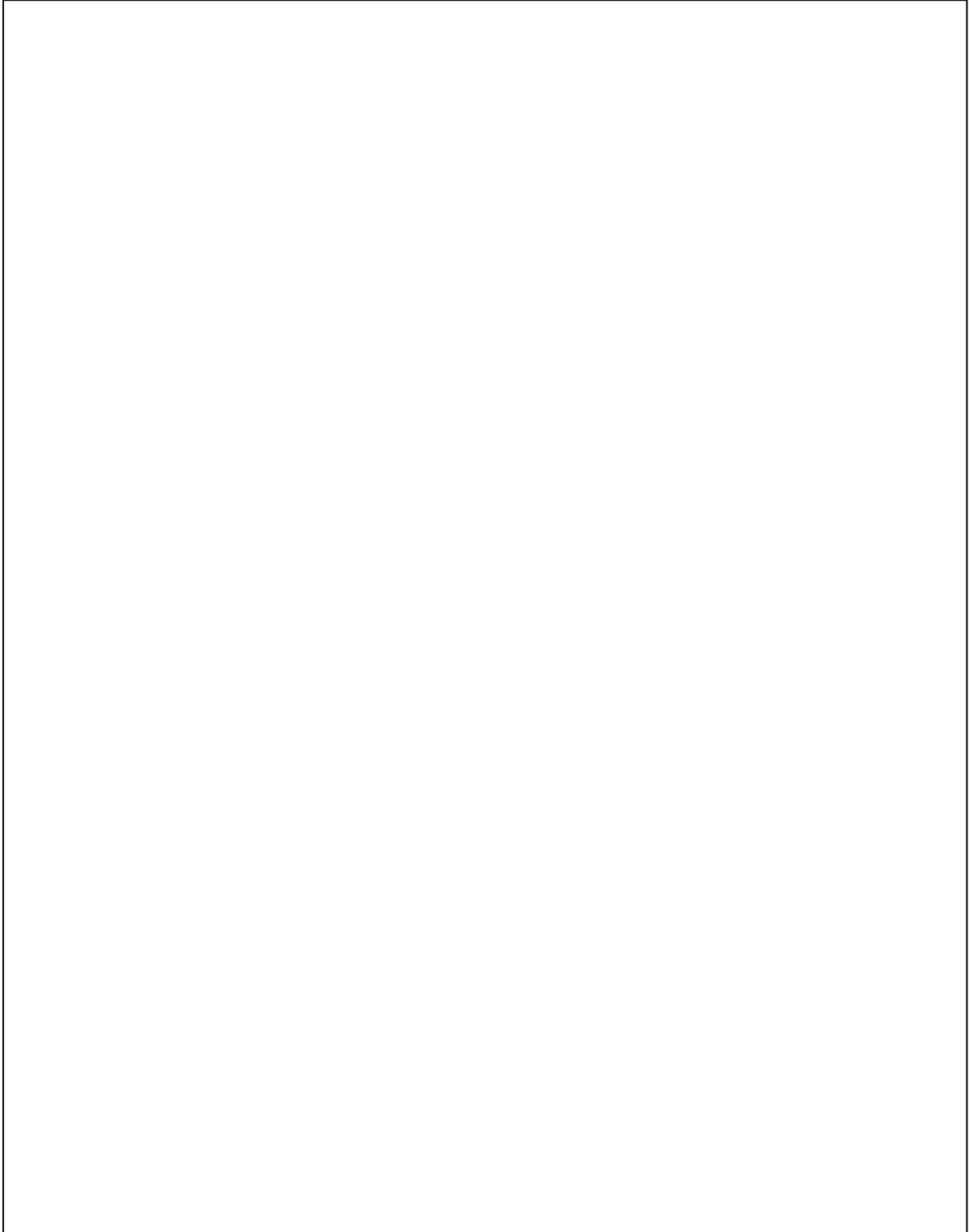


A Copy-Editor's Guide to Working with Authors

Exercise 1

Part 1 Write an introductory letter to an author whose book you are going to copy-edit.



Part 2 Reply from the author

What three things can you offer to do in order to lighten the load and help Dr Jacobs respond to your queries?

1.

2.

3.