

# 25 EDITING TIPS FOR TIGHTENING YOUR COPY

01. Cut long sentences in two ☐

02. Axe the adverbs ☐

03. Stick to one voice ☐

04. Remove extra punctuation ☐

05. Replace negative with positive ☐

06. Replace stuffy words ☐

07. Remove redundancies ☐

08. Reduce prepositions ☐

09. Cut "in order to" ☐

10. Don't use "start to" ☐

11. Mix "that" ☐

12. Replace "thing" ☐

13. Spot "very" and "really" ☐

14. Make your verbs stronger ☐

15. Ditch the passive voice ☐

16. Refer to people as "who" ☐

17. Avoid "currently" ☐

18. Cut "there is" or "there are" ☐

19. Match up your bullet points ☐

20. Use contractions ☐

21. Steer clear of the "ing" trap ☐

22. Check your commas ☐

23. Use "more than," not "over" ☐

24. Hyphenate modifiers ☐

25. Identify your tells ☐

Double check everything! ☐

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# Book Editing Tools Tips

**Don Foley, Melora Foley**



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1. Understanding the eBook Book Editing Tools Tips
  - The Rise of Digital Reading Book Editing Tools Tips
  - Advantages of eBooks Over Traditional Books
2. Identifying Book Editing Tools Tips
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Book Editing Tools Tips
  - User-Friendly Interface
4. Exploring eBook Recommendations from Book Editing Tools Tips
  - Personalized Recommendations
  - Book Editing Tools Tips User Reviews and Ratings
  - Book Editing Tools Tips and Bestseller Lists
5. Accessing Book Editing Tools Tips Free and Paid eBooks
  - Book Editing Tools Tips Public Domain eBooks
  - Book Editing Tools Tips eBook Subscription Services
  - Book Editing Tools Tips Budget-Friendly Options

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  - ePub, PDF, MOBI, and More
  - Book Editing Tools Tips Compatibility with Devices
  - Book Editing Tools Tips Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Book Editing Tools Tips
  - Highlighting and Note-Taking Book Editing Tools Tips
  - Interactive Elements Book Editing Tools Tips
8. Staying Engaged with Book Editing Tools Tips
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Book Editing Tools Tips
9. Balancing eBooks and Physical Books Book Editing Tools Tips
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Book Editing Tools Tips
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Book Editing Tools Tips
  - Setting Reading Goals Book Editing Tools Tips
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Book Editing Tools Tips
  - Fact-Checking eBook Content of Book Editing Tools Tips
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements



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