



A Guide to Self-Editing

DEIGNED TO SAVE YOU MONEY ON PROFESSIONAL EDITING

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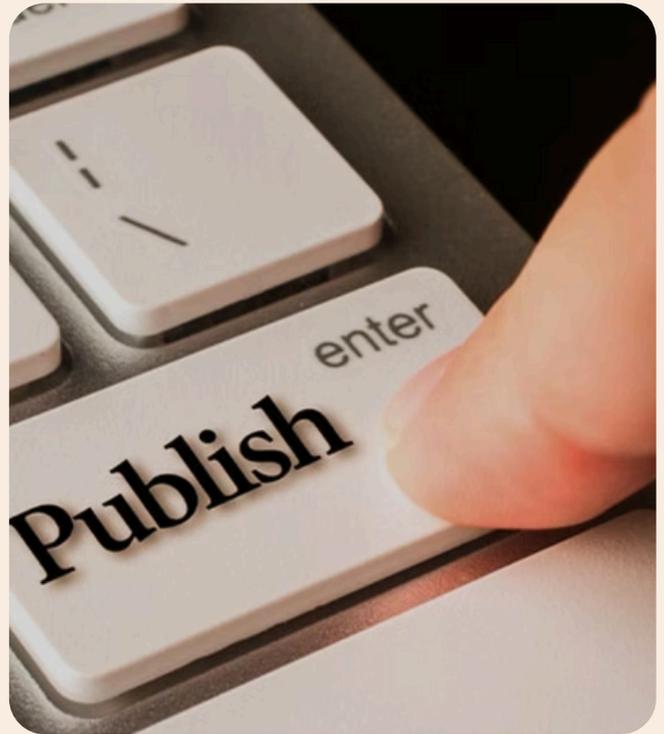
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About KCP



God gave you a message, we help you publish it with accuracy, urgency, and excellence.

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The Lord gave the word: Great was the company of those who *published* it.
Psalm 68:11

If you're here, it's probably because you're passionate about dedicating your time to what God has called you to do—and we're here to support you! Whether your focus is ministry, business, or writing, **Kingdom Copy Publishing is here to help amplify the message that God has placed in your heart.** We're dedicated to providing you with the resources and support you need to meet your unique publishing needs.

At Kingdom Copy Publishing, **we're on a mission to spread the Gospel through the written word.** We're thrilled to partner with ministries and authors who are committed to advancing God's Kingdom. Let's work together to make an even bigger impact with your message!

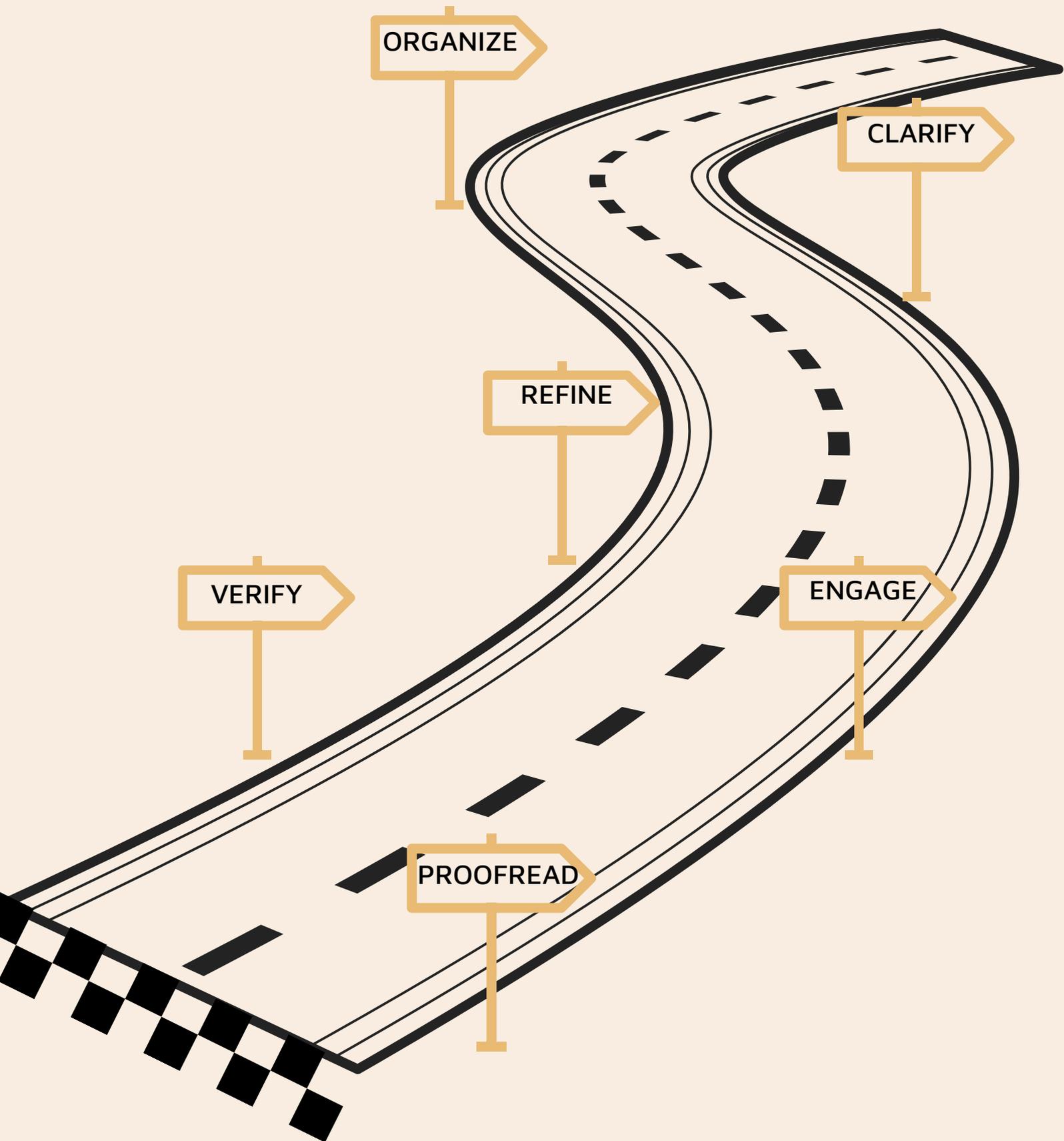
WHY SELF-EDIT?

Self-editing your non-fiction manuscript is like giving your book a head start before it meets a professional editor. Not only will it save you money by reducing the number of errors and revisions an editor has to tackle, but it will also speed up your publishing timeline—because a cleaner draft means quicker turnarounds. Plus, self-editing allows you to fine-tune your message and maintain your unique voice, ensuring your ideas shine without getting lost in translation. Think of it as a chance to polish your masterpiece while keeping full creative control—because no one knows your story better than you do!





Self-Editing Roadmap





Step 1

ORGANIZE

01

Ensure your structure flows logically.

Review to ensure the paragraph builds on the previous and then do the same for each chapter. Ensure any headings guide the reader and accurately reflect the content of each section. This ensures your message follows a clear sequence. Rearrange paragraphs, sections, and chapters if necessary.



If chapter 3 discusses a strategy, but chapter 2 addresses advanced concepts, swap the order for a better progression.

02

Write a captivating introduction & ending.

Make sure clearly introduce and summarize the main ideas without going off track.



Compelling language evokes emotion. Instead of writing “This book is about productivity” say “Imagine doubling your output without working longer hours—this book shows you how.”

03

Review your table of contents.

Confirm that the chapter titles and structure give a clear roadmap of your book’s content.



Ensure each chapter title aligns with the content and avoids overlap, like renaming “Marketing Tips” to “Digital Marketing Strategies” if it focuses on online methods.

When done well, this step can eliminate the need for a developmental edit and greatly reduce the time and cost of a line edit.

Address grammar, syntax, and passive voice.

01

Hunt for Passive Voice

Passive voice can make sentences more complex and harder to understand. It often leads to confusion about who is responsible for the actions described.



Change “Mistakes were made” to “We made mistakes.”

02

Read aloud to catch awkward sentences

It sounds simple, but it will help you identify clunky phrasing, run-ons, or confusing wording.



Change “Mistakes were made” to “We made mistakes.”

03

Use grammar-checking tools

Software like [Grammarly](#) or [ProWritingAid](#) can flag common errors, but always double-check their suggestions. There are free versions of both resources.



Catch an incorrect phrase like “Their going soon” and correct it to “They’re going soon.”

04

Vary sentence structure

You may not realize it while writing, but if all your sentences have the same structure, it’s boring to read. Ensure a mix of short, impactful sentences and longer, descriptive ones to keep the reader engaged.



Replace repetitive sentences like “He walked to the store. He went home.” with “After walking to the store, he headed home.”

These revisions are addressed in a line edit. Catching as many of these errors as you can will greatly decrease line editing costs.



01

Eliminate Filler Words

- **Why:** Words that add no value to your message will distract the reader from their key points, causing your message to be less impactful.
- **How:** Remove words like “very,” “really,” “just,” and “actually.” Change “It is very important to be really clear in your writing” to “Clarity is essential in writing.”

02

Reduce Redundancy

- **Why:** It enhances clarity and readability, allowing your key points to stand out and preventing your message from becoming cluttered and difficult to follow.
- **How:** Combine repetitive sentences and delete phrases that restate points unnecessarily. Replace “The reason why this is important is because...” with “This is important because...” Change “He returned back to the starting point” to “He returned to the starting point.”

03

Simplify Unnecessarily Complex Language

- **Why:** It helps authors filter complex ideas into clear, accessible content without sacrificing accuracy.
- **How:** Use clear, straightforward words instead of complicated or pretentious terms.

04

Trim Excessive Adverbs & Adjectives

- **Why:** This step creates cleaner, more impactful writing. Instead of telling readers how to feel with unnecessary descriptors, using strong, specific verbs and nouns allow your writing to convey meaning more effectively.
- **How:** Replace “walked quickly” with “hurried” or “said softly” with “whispered.”

The less time your editor has to spend on organization and clarity, the more time they have to refine and enhance, ensuring you a faster turnaround.



04

Step 4

ENGAGE

An engaging book isn't just about what you say—it's about how you say it. By mastering the steps below, you can transform your message from simply interesting to truly exciting, thought-provoking, or deeply inspiring. Tackle this step with care and precision, and you'll create an experience your readers will love—and remember.



By tackling this step, you lighten your editor's workload, streamline the overall editing process, and ensure your manuscript reaches its final form faster and more cost-effectively.

01. Focus on Readability

Use tools like Hemingway Editor to identify long sentences, dense paragraphs, or difficult words.



Ex. Split a long sentence like “The project, which involved multiple teams across various departments, was completed after several months of hard work” into “The project involved multiple teams across departments. It was completed after months of hard work.”

02. Use Consistent Terminology

Define key terms early and use them consistently throughout to avoid confusion.



Ex. Avoid using synonyms interchangeably, like switching between “customers” and “clients,” unless intentionally defined.

03. Break Up Long Paragraphs

Try to limit paragraphs to 4–5 sentences for better readability.



Ex. Split a dense paragraph discussing several examples into multiple smaller ones, each focusing on a single example.

04. Compose Smooth Transitions

Use phrases that link ideas and paragraphs for a seamless reading experience.



Ex. Add a transition like “On the other hand” to contrast ideas between paragraphs.

Fact-Checking & Accuracy

01 Verify all facts, statistics, and quotes

Double-check all sources to ensure accuracy and proper attribution.



Review statistics like “90% of people prefer...” to ensure it’s sourced and accurate.



Ensure a quote attributed to a famous person is correct and cited properly.

02 Check for Contradictions

Make sure you don’t contradict yourself between chapters or sections.



If you state in Chapter 1 that “Praise is the highest form of prayer” but later claim “Fasting and prayer is more important than praise” clarify or align the statements.



If you recommend one approach early on but contradict it in later chapters, decide which stance to take.



Typically addressed in copyediting, proactively handling accuracy, ensures you produce a manuscript closer to publication-ready, saving both time and money.



Step 6

PROOFREAD

01

Review for Spelling Errors 🔍

Don't rely solely on spellcheck—manually check for homophones e.g., “their” vs. “there”; “your” vs. “you’re”; “to” vs. “too”



If chapter 3 discusses a strategy, but chapter 2 addresses advanced concepts, swap the order for a better progression.



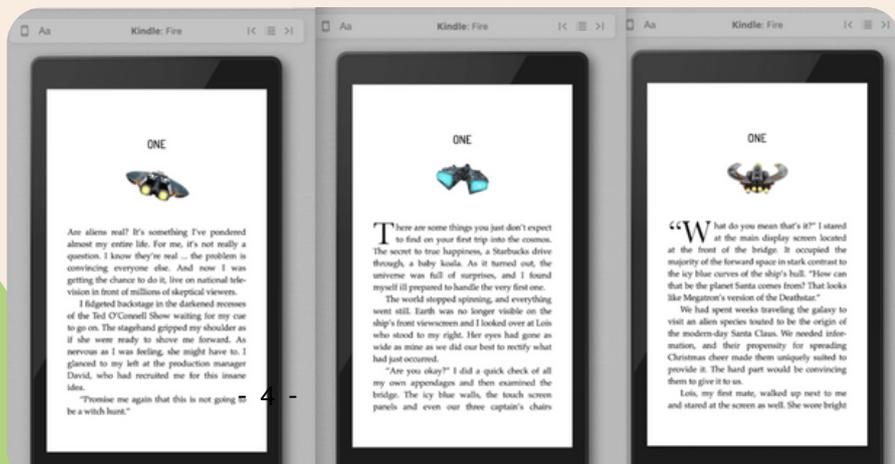
02

Consistency is Key 🔑

Ensure seamless formatting across all chapters and sections. e.g., fonts, headings, bullet points etc.



Ensure each chapter title aligns with the content and avoids overlap, like renaming “Marketing Tips” to “Digital Marketing Strategies” if it focuses on online methods.



Proofreading is the final step in the editing process. If you deliver a cleaner draft to your editor, it speeds up the process and ensures a smoother path to a polished, publication-ready manuscript.



Ready to turn your
manuscript over
to a
professional
editor?

Get a free quote *Today*

Get your quote in less than 24 hours!

What comes after editing?

Once your manuscript has been handed over to a professional editor, it's time to switch gears and explore design and production. That means finding cover inspiration from the best seller's list in your book's genre, formalizing a cover concept, enlisting the help of a graphic designer, and don't forget the interior formatting! So many decisions to mull over.

Want to talk about it?
Book a free call today!

Free Design Call!

