**Usual Editing Sequence at *Mixed Moss***

Publishing a document may be seen as a collaboration between writers (who express the original idea) and any editors they consult. The editor’s role is to be ‘another pair of eyes’. We draw attention to distractions for the reader or provide extra information that the writer may not have, so that the writer can choose what to do about what the editor notices.

The sequence of turning your idea into a published article usually follows the following path. Some writers have already done the editing elsewhere. Sometimes there will be conversations back and forth between the editor and writer as you respond to each other’s feedback, but the overall sequence is usually as follows.

**Contributor has an IDEA for an article**

**Editor responds to the idea (ideally, within two weeks)**

**(Editor** provides the *MM* template and
some references/information/for the writer to consider)

**Contributor writes the First Draft**

**Editor checks for any major ‘distractions’ and provides broad feedback**

(e.g. checking facts, logic, the perspective of other players in the publishing journey, e.g. readers, TARS, anyone you are writing about)

**Contributor sends Second Draft**

**Language Editing/House Style – ‘Edited Draft’ returned**

(e.g. puts into House Style, fixes basic English usage, makes suggestions on wording, asks contributor for copyright permissions, inserts illustrations)

**Contributor responds to Edited Draft and submits Final Draft**

**Final Copy**

(sends to proofreader and puts into Master Document)

We use *MS Word* and find that using ‘Track Changes’ and ‘Comments’ (from the ‘Review’ tab) is most helpful for writers and editors to follow what changes are being suggested. You can then accept or reject them. **Please note that some Word Processors (even MS Word)change the formatting and pagination.** We can send a PDF to show the other person what we see on our screens.

If you need to send an update while the editor is working on an earlier version, please mark the changes clearly or provide a list of changes separately.