

# Editing Report

Attn: Dr. Charles Hawtrey  
From: Lisa Shaw  
Date: May 1, 2006

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This editing report has been divided into three different sections, in order to give attention to both fundamental grammar rules but also quality of content. The first section deals with grammar and consistency issues that need to be addressed not only on a chapter by chapter basis, but throughout the book as a whole. The second section, on the other hand, was written strictly for developmental editing and recommendations on how to add to and expand on the story that is already present in the current chapters. The queries are meant to act as suggestions for places where it would be possible at sometimes helpful to add information, if that information is available. The final section, Major Editing Issues, deals with sections in the text that need special attention. There's a good chance that these sections will need some pretty intense revision, including reworking and rewriting.

Because I wanted to preserve the tone and intent of the biographer above all else, there was not a lot of heavy editing done at the sentence level on my part. Instead, I am proposing that this be one of many steps of the editing process, and use this first draft as a jumping off point for future correspondences and more polished drafts. With that in mind, here are the suggestions for both the book as a whole, as well as specifically the first chapter.

## **Grammar and Consistency Issues**

These are some of the grammar and consistency issues that can be changed uniformly throughout the entire book to clarify parts and standardize the text to other literary norms.

1. At different places throughout the piece, the subject is referred to as both Irwin and Irv – if Irv is just a shorthand version of Irwin, that should be explicitly stated early on so it doesn't cause confusion
2. The dates in the text can be reordered, putting the month first, followed by the date and year, to conform with the standard for literary publications
  - a. Example: June 30, 1913
3. Single quotations were replaced with double unless they were used properly, when quoting with another quote
4. All double hyphens need to be changed to em dashes
  - a. – instead of --
5. Direct quotes from Irv from his scrapbook were changed to a different format (italicized), strictly because of readability issues – the capital lettering is hard on the eyes. After the change from capital to italicized letters, explanations were put into the footnotes to explain that the original capital lettering, part of Simone's autobiographical style, has been changed to italics where appropriate
6. Capitalize names of schools when a specific one is mentioned; otherwise leave the reference lower case
  - a. for example: "Franklin Grammar School", but just "grammar school"
7. All periods should only be followed with a single space
8. There should be a comma between the city and the state abbreviation (example: Cicero, IL)
9. All instances of Cajun should be in quotes or left alone – as it stands now they are all in quotations to keep the style consistent
10. Quotes that are indented out don't need an extra tab like paragraphs do
11. Ph.D. should have two periods

12. Footnote numbers should go outside of the periods, according to the Chicago Manual of Style
13. The quotes from family members >> they don't necessarily need to be a smaller size; have been block indented instead, a more standard choice for literary works. Having italicized quotes along with paragraph indents and smaller text sizes is too much for the eye to handle – block quoting distinguishes the text without making the page appear even busier
14. Spelled out all instances of month when dealing with salaries
  - a. For example: \$100/mo. to \$100 per month
15. The inclusion of dates is essential and very useful, but sometimes just seeing them listed after events in parentheses, it causes them to be disregarded completely – perhaps try incorporating some of them into the sentences, where appropriate

### **Developmental Editing & Recommendations – Chapter 1**

In the text I have marked queries and commented on certain sentences or paragraphs for various editorial reasons. These are strictly suggestions, ideas and observations on how to avoid ambiguity and build upon the story that is being told. The issues brought up in this section have not been changed or removed from the text, in order to preserve the original tone and intent of the biographer, but should be looked into.

1. What's the story behind the nickname Hot Simone? The name is mentioned but never explained; details would be nice to give the reader some background
2. Sometimes the information in the footnotes is very interesting and relevant to the text, and it could definitely be incorporated into the text to supply additional background story
  - a. Example: including more information about Warren Booker from the "Courtship in the Making" section >> for example, that Warren had no formal experience with diving and learned "on the job" from the coaching staff, and that Irv was his mentor-coach. That information is relevant and interesting for the reader.
3. The heading "Courtship in the Making" is rather misleading, as it only briefly mentioned Patty and Irv's relationship in the first paragraph, then went on to talk about coaching... a more appropriate heading would be something like "Courtship and Coaching" (please refer to the next section, Major Editing Issues)
4. The structure of "The Veteran Returns" section is confusing – it seems like all of house pictures should be grouped together, even though right now they're in chronological order
5. There is little transition between headings; the reader never knows what to expect
6. In the actual book, it might be nice to format the pictures differently, instead of having each one fairly large and stand alone in the middle of the page... depending on the amount of pictures that the whole book ends up having, one option could be making a middle section that is solely dedicated to pictures

### **Major Editing Issues**

1. Footnotes >> On many of the pages, the length of the footnotes is overwhelming. As the Chicago Manual of Style puts it, "Lengthy, discursive notes should be reduced or integrated into the text. Complicated tabular material, lists, and other entities not part of the text should be put in an appendix rather than in the footnotes." ... Making the footnotes into endnotes would solve this problem – they could be listed at the back of the book, and categorized by chapter. Otherwise, there would have to be a restriction as to how many lines a footnote was given on each page, which could mean footnotes being carried over from page to page and lead to a very confusing situation. Each page should contain no more than 6 lines of notes at the bottom
2. Restructuring the sections >> as the sections stand now, the headings are misleading and the information is strewn about in all different sections. A final choice has to be made of whether or not organize this chapter by topic or by chronology

- a. Example of topic-organized structure (these would not work as actual subheads, but just act as a brief statement on how the info should be set up for clarity purposes):
  - i. Background info
  - ii. Work experience during the Depression
  - iii. College Years
  - iv. Irv the Swimmer: Accomplishments and Awards (Big 6 results, Dash Man reference in one)
  - v. Courtship, Marriage, Family (put in story about their engagement, marriage info, and even move the picture of the daughters into this section)
  - vi. In the Air Force
  - vii. After the Air Force
3. The section that starts off "*Body by Perogue*" is too choppy to make sense of, even though words were added to help give it some clarity. The sentences don't seem to fit together, and the topic is not consistent. It's hard to draw connections between coaching, eating food off the land, intense exercise, and a serious illness that affected his group – it's too much for one paragraph, and needs a clear purpose. What do you want the reader to know from this inclusion?
4. In the section "Finding Work in the Depression" – there needs to be more details about jobs and how these jobs related to this ultimate goal of coaching, otherwise they may come off of as just irrelevant facts

Overall, these are strong chapters with very detailed and thorough information. Some points need expansion, clarification, and just to be smoothed over in a general sense, but the backbone of the piece has already been well established. The purpose of the developmental editing suggestions and recommendations is merely to add to what is already there, and shape the story in a way that might attract a wider audience. Experimenting with some of these suggestions will be a great way to begin the editing process. After these initial revisions, I will then go back through the newer versions, and edit the subsequent stages to produce a strong, clear, polished final copy.

Please don't hesitate to let me know if you have any questions or concerns regarding my proposal, or any parts of this editing report.