

## Ooligan Press Editorial Department

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July 3, 2019

Melissa Crandall | *Elephant Speak* | Copyediting Editorial Note, Round 2

Dear Melissa:

Thank you for your patience as we have worked to complete the second round of copyediting on *Elephant Speak*. You've been incredible while wading through this publishing process and trusting your manuscript to us for several rounds of intense editing.

There are a lot of folks in the program who are championing your book. Since my first day at Ooligan, I've been working on the *Elephant Speak* project. One of my first assignments in the program was to read your book and I laughed and cried while doing so.

In terms of editing, we are in the homestretch. What I'm passing back to you is the cleanest copy of the book, filled to the brim with edits focusing on spelling, punctuation, grammar, syntax, active voice, trimming use of the past perfect, as well as moving a few structural elements, and condensing a few passages.

In order to view our edits using Microsoft Word, select the "Review" tab, and under "Tracking," select "All Markup." Probably the easiest way to navigate the document is to use the "Next Change" and "Previous Change" buttons (located to the right of the Tracking menu). This button will "select" each change individually, after which you can accept or reject it using the neighboring "Accept" and "Reject" buttons. (Accepting or rejecting a change will also automatically bump you to the next change, making it easy—hopefully—for you to breeze through the document.)

### **The biggest areas we focused on:**

- Carefully eliminating every excess use of the terms "had, that, been"
- Perhaps re-adding chapter titles? I've given some pretty uninspired examples, and I know you'll do much better if that's something you'd like to add

- ❑ Trimming the length of some stories to keep interest/factual information, but avoid slowing down the pacing
- ❑ Adding additional year markers to increase reader clarity about the timeline and chronology
- ❑ Restructuring some sentences to move from passive to active voice
- ❑ Posing queries about factual information
- ❑ Posing queries to avoid reader confusion or request clarity about a description or turn of phrase

In general, the elements you added back into the story have survived the edit, but we did trim some of them down to hit our word count goal. We also trimmed things down in certain areas to keep the focus and reader attention on Roger and the elephants of the Oregon Zoo as much as possible.

The biggest thing to highlight at this point, is this is the final edit of the book. Once it is returned to us, we move to XML coding, and then the book goes to design for the internal layout process.

We won't see the book again until it's time for print proofreading. And essentially, proofing is focused on basics like spelling, punctuation, extra spaces, or issues with the formatting. There will be no ability to edit sentences or phrases or add more information or delete any sections past this point. This is it, our last shot.

Once you are finished reviewing our edits and making any changes of your own, please send the manuscript back to us by July 17. If you encounter any roadblocks or have any questions, please reach out! Julie and I are always happy to help.

Thank you so very much for sharing this story with us. It was a delight to read the first time, and it's been incredible to watch it evolve and take shape over the last six months. Roger and his elephants are going to make such a lasting impression on the hearts and minds of readers. We can't wait.

Take Care,  
Melinda Crouchley  
Managing Editor