

# Seven Tips: Editors on Authors

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Ellen Buckley is a legal editor in the publications department of Continuing Legal Education in Colorado, Inc., a non-profit organization of the Colorado Bar Association. Prior to joining CLE full time, Ellen practiced plaintiff's employment law for 10 years, with a focus on the Americans with Disabilities Act. She has written articles and been a speaker on employment law topics and domestic violence issues. Ellen received her J.D. from the University of Denver College of Law and her B.A. in Psychology and Sociology from the University of Nevada, Las Vegas. She is happy to be back in Boston, the scene of many happy childhood memories.

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Wendy McGovern is the senior editor and supervisor of the editorial staff of PBI Press, the publishing arm of the Pennsylvania Bar Institute. She has been with the institute for more than 20 years, having started as a secretary to CLE attorney Susan Swope, and progressing to editor in the publications department that eventually became PBI Press. Before coming to PBI, she had previously worked in proofreading, editing, and typesetting fields. She earned her B.A. with a double major in English and studio art, graduating cum laude, from Franklin and Marshall College in Lancaster, Pennsylvania. She lives in Linglestown, Pennsylvania, with her husband and four-legged German Shepherd adopted from the Seeing Eyes Adopt A Dog program for dogs who do not make the guide dog program.

1. **Organize first.** This should preclude your sending four versions of the same file that you've changed slightly each time, increasing the risk we'll end up using the wrong version. Just send one final file.
2. **Read the materials we send you that explain the format in which we need you to submit your materials.** If we send you electronic files for an update, for example, and ask you to redline them with your changes, don't send back a file that was on your computer from the previous edition with your unmarked changes. Or if we ask for the text in full, written paragraphs, don't send a bare-bones outline for your materials.
3. **Read the materials we send you that tell you when your materials are due** and calendar several reminders for yourself. Understand that your not meeting a deadline affects the entire project and is unfair to the people who turned their material in on time.
4. For supplements, **keep a folder** to put new law in all year long that affects your chapter or book so it doesn't take you as long to perform your research when the supplement is actually due.
5. Understand that your materials will be edited, and **do not undo editing when reviewing proofs.** It helps to familiarize yourself with the publisher's house editing style if guidelines are available.
6. Be aware of your own limitations and **be honest** with the publications staff if your schedule or situation will likely make it difficult for you to meet the publishing deadlines. It's better to find a replacement author at the beginning of a project than to spend months or even years waiting for an author to be able to finish the work.
7. When in doubt, **ask.**