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By K. D. Sullivan, Merilee Eggleston

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*The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders* is an indispensable resource for writers, editors, proofreaders, and virtually everyone responsible for crafting clear, polished writing. Ideal for professionals and novices alike, it guides you through the entire proofreading and editing process and features a CD-ROM with more than 25 interactive tools and checklists.

This all-in-one package offers style sheet templates, a list of editor's symbols, comprehensive editing and proofreading checklists, and guides to commonly misspelled and confused words. It also presents advice on electronically editing and proofreading for the Web.

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**The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders (with CD-ROM) By K. D. Sullivan, Merilee Eggleston Bibliography**

- Sales Rank: #181564 in Books
- Brand: Sullivan, K. D./ Eggleston, Merilee
- Published on: 2006-07-13
- Original language: English
- Number of items: 1
- Dimensions: 8.10" h x .40" w x 7.40" l, .98 pounds
- Binding: Paperback
- 304 pages



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- \* Checklist for Web Editing
- \* Proofreading/Editing Test
- \* Expanded/Professional Style Sheet Template
- \* and more!

### About the Author

**K.D. Sullivan** is an internationally recognized authority on proofreading. Founder and CEO of Creative Solutions Editorial, a national proofreading and editorial agency, she is also the coauthor of the recently published book *The Gremlins of Grammar*.

**Merilee Eggleston** has more than twenty years' experience as an editor, writer, and proofreader. She has edited more than 100 books, written advertising copy and materials for online education, and is the coauthor of *The Pocket Idiot's Guide to Spanish for Health Care Professionals*.

### Users Review

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**Anthony Russell:**

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