

Introducing the Concept -

The word 'edit' is related to the process of consolidation or synthesizing the writing materials for publication of certain articles, chapters and feature in a newspaper, magazine, journal or books. The Compact Oxford Dictionary Thesaurus defines the word 'to prepare (written material) for publication by correcting, shortening or improving it'. To write matters for information or communication in form of reports, letter, minutes, chapter, articles, news or features a professional has to collect relevant materials, define the purpose, decide its scope, prepare outlines, plan its presentation and organise the materials to set on the task of drafting it. Even, the first draft is not self-sufficient covering all information in proper manner. Hence, it is to recast and improve the idea, give a better shape, emotional approach and condensation of fact. In this context, revision of written pieces and editing subject matters play a great role for clear concept, revelation of ideas, clean presentation, sincere approach and lucid language to publish an article with a purpose. Thus, to make a writing more effective, meaningful and appealing, the skill of editing materials worths mentioning.

Why editing important?

A good piece of writing maintains language accuracy, consistency, coherence and unity and has effect on readers, motivation for reading and benefitting the readers with extra-knowledge. The first attempt of writing cannot fulfil all prerequisites and the writing never revisited rarely lives up to such demanding requirements. In the professional world, the drafts are rectified by revision and rewriting to provide effectiveness to written material with clarity, precision, accuracy and improvement by discarding irrelevant, distractive, absolute, overgeneralised, underestimated and under-meaning terms. Hence, by revisiting the draft, revising and editing, better shape and meaning are added to a written material by modifying its language.

The first attempt of writing gives an idea what is to be written, but it is far away from how exactly it is to be written. So, the written materials are revised in form of recasting and editing to give the information a better shape, thrust and colour. Editing remodels writings towards perfection by reviewing, editing.

Editing Forms the Third Step in Writing Process. (2)

It is a fact that we cannot expect producing a flawless piece of writing, consummate in all respects in our first attempt. Though the inexperienced persons consider editing to be an extraneous affair, yet the experts differentiate three steps of writing for publication; what needs to be said, what is to be said and what has already been said. Only a few persons are able to understand the effect that a writing will create and an impact it will produce on readers. But, the most of them ignore why they write and how much it will serve the purpose for which it is meant. Thus, it will prompt to produce poor texts lacking verve to communicate the message. So, editing is essential. It is the final step to give a writing final shape after reviewing, correcting and adding more new ideas to it.

(2) Editing stands for improving the quality of writings.

To edit a text, sincere reading of the draft is its first step. Though the task is tasteless, dull, drab and tedious, the first draft seems to be best produced spontaneous writing. For achieving perfection of writing the editor or writer is put to undue duress to add refinement in the texture or framework of a writing. They fine tune the writing by adopting the technique in the process of editing. They delete the unnecessary parts and augment the depleted section that seems redundant, cumbersome and superfluous.

(3) Editing is an attempt to make the writing flawless.

To maintain accuracy is the most desirable traits of professional writing. The editors try to find out errors meticulously while they sincerely check up the scripts. In the process of revision they check up the spelling errors, grammatical mistakes, punctuation marks, appropriateness in expression, repetition of the same idea, digression, haphazard expression, de-linked idea, roundaboutness, writing structure etc. and rectify all laxity in expression. Thus editing is an attempt to make a writing flawless.

(4) Editing maintains coherence, consistency, balance and unity in writing.

A piece of writing maintains unity of time, character, place and occurrence. It has introductory or opening part as well as the development or exposure and conclusion. The matrix of expression entails round inception of idea, development of idea, balancing the matter and reaching at ultimate end. We have to maintain chronology or order and sequence of writing. There must be systematic and logical unfolding of idea that a manuscript enables the readers to appreciate the writer's point of view of narration. However, a jerky text, rambling ideas exasperates the reader. In the process editing a writing, a paragraph, an article or a text, the attempt to make the matter as a unit as a whole has been considered and steps to re-order the theme

(5) Editing reshapes the writing.

By the process of editing, attention has been focussed on variety of expression. A monotonous text is likely to be tossed aside as it does not interest the readers for it has repetitive words, similar phrases, transitions, irrelevant parts and over-exaggeration. In order to maintain variety, the editor reshapes the writing by cancelling certain vague portions and replacing the depleted parts. If a writer takes long time to write a text, he is likely to use various styles as to change of various moods of the author. Such multibarious styles tends to confuse the readers. So, editing restores order and shape that a writer might have referred various sources and his writing must have outcome of an obvious intervention from a variety of thought over-borrowed from different books, reports, magazines, speeches, articles, newspaper, journals and internet. Sometimes the writers adorn their work with beautiful expressions of other writers. It is also unethical. Editing harmonises and resets everything with proper setting, proper language and proper theme. The point wise presentation is homogenously numbered.

(6) Every Writing needs to be contextual and Editing contextualises the writing.

Every writing is documentary. It is not a good text unless it has matter worth ~~Substance~~ to educate. A text should ensure consistency in the documentation properly numbered, chronologically presented and systematically arranged. Non-contextual and baseless saying values no way. So, editing the text should give attention on Subject matter and proper order of presentation. Hence, a text would be presented as a Document to read, educate and inform. The free flow of writing may sound controversial, non-contextual, bizarre and libellious to others. It may be much annoying to come across redundant, pompous, verbose, bombastic and emphatic phrases used by the authors. Editing must order them with proper replacement of connotative wordings.

(7) Editing novelises the Tone, Temper and Transitions.

Editing enlivens the pieces of writing. It gives a dull, drab and meaningless script to true colour. Hence it changes Tone, temper and emotion of writing. It can make some parts brief and elaborates unrevealed portions. It can transgress the parts mingled or connect the delinked parts. It maintains proper tune, temper, motif, mood and style of expression. It reorders the writing adding the values of comprehension, expression, presentation and education.