Fourth Edition

Creative Editing

DOROTHY A. BOWLES
DIANE L. BORDEN

Contents

Chapter **3**   # Consistent Style and Correct Words   **63**

Chapter **4**   # Editing Stories   **97**

Chapter **5**   **Checking Facts**

Chapter **6**   **Legal Concerns**   173

Chapter **7**   **Editing and Ethics**   205

Chapter 8   Typography   241

Chapter 9   Writing Headlines   259

Chapter **10**   # Editing Pictures
and Infographics   291

Chapter **11**   **Design and Layout**   327