CONTENTS

Acknowledgments ix

WHY THIS BOOK 1

GETTING STARTED, AGAIN 12

NAGGING DOUBTS 31

THE BASIC OPTIONS 38

READING WITH AN EDITOR'S EYES 51

PLANNING AND DOING 66

GETTING INTO SHAPE 79

MAKING PROSE SPEAK 101

WHAT HAPPENS NEXT 122

Three Checklists 131 For Further Reading 135

Index 139