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EDITOR'S SKILLS IN THE EDITING PROCESS

Abstract: This article discusses the importance of editorial skills in the editing process, what to look for when reading text, and editing techniques. The editor is the leading figure in the publishing house, responsible for the quality of the content of future work, and in many ways determines the fate of the publisher. Working with authors is one of the important tasks of an editor. The fact that the editor should be impartial in his work with the author and should not approach the work on the basis of his personal relationship with the author has been studied on the basis of facts.

Key words: publishing, editor, manuscript, text, reader, critic, publisher, literary language, language norms, word, author, book, opinion, fact, evidence, truthfulness, attitude, subject, publication, title, column, speech, objectivity, style, edit.

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Introduction

The profession of editor is a leader in publishing. He is the first assistant to the author of any manuscript. The first reader of the text is his critic, writes Zoir Tokhirov in his book "The main stages of the publishing process".¹

An editor is a guide from the beginning to the end of any publication that needs to be published, and it is also the one that decides its fate in many ways. In the course of his activity he must adhere strictly to the norms and methods of literary language, from the point of view of society. The editor is a key employee of the publishing house. His participation in all processes related to the publication of a book, that is, the worldview of a particular work, is absolutely necessary.²

Indeed, the editor is the leading figure in the publishing house, responsible for the quality of the content of the future work, and in many respects the publisher who determines its fate.

An editor is, first and foremost, an expert in word processing. Therefore, he must know the value of the word and have the skill to use it carefully. Well-known Uzbek editor Makhmud Sa'di says: "Word is the ointment of the soul, the word is beauty, the word is honor, the word is power... When a human being was born, the value of the word was high. That is why everyone who knew and respected himself used the word with respect and dignity"³.

In addition to the word, the editor also works with the author who submitted the work to the publisher. Working with authors is one of the important tasks of an editor. The editor should be impartial in his work with the author and should not approach the work on the basis of his personal relationship with the author. Corrections to the manuscript must be made with the consent of the editor and the author.

In the process of editing, the editor must respect the work of the author, the opinion he intends to express in his work, and not try to convey his opinion

¹ Tokhirov Z.T. The main stages of the publishing process. - T.: Tafakkur Bustoni, 2016. 11-p.

² That source. 11-p.

³Sa'di M. The burden of responsibility // "Ma'rifat" newspaper, August 6, 2014

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to him. Journalist Akhmadjon Meliboev writes in "The Forty-Fifth Station" about the editor's role in working with the author:

There is a category of authors who know exactly what topic to write about when and how, how to get into a debate. Given the opportunity of the newspaper, they express the idea clearly and succinctly. Such articles do not stay long in the editorial office, there is no need to shorten, edit, re-copy, carefully compare the facts and figures presented in the article.

The second category of authors is a bit humble. They rarely write independently. But if a serious problem is read in the newspapers, or if a controversial show is shown on TV, they are motivated and immediately start writing. There is a subtle aspect to working with such authors. The fact is that in an article dedicated to a position that supports someone's opinion, proposal or opinion on an issue, there is no new original idea. "The article published in some issue of the newspaper was very accurate, and the author then boldly raised this issue. There is no point in re-explaining the contents of this article. Instead, it would be better if the responding author clarified the successes and failures of a particular article published in the newspaper, expressed his independent opinion on the matter, and provided new facts and evidence.

There is another category of authors who, given their talent, are ordered from time to time to "write us an article on a certain topic, and who will write this topic if you don't write it". That being said, their mood rises and they start working with inspiration. Someone had said that the heart of the creator is thinner than the eyelashes of a nightingale. That's right. The newspaper's editorial staff should work with the authors in the same way. Saying, "You can do this, write beautifully," inspires a few people.

There is another subtle aspect to this way of working with authors. The size of the future product is also discussed when ordering.

The next category is the most difficult authors. It's not easy for editors to work with them. Extremely capricious and stubborn people. They get very upset when part of their article is cut and the headline, word or phrase is edited. When the department fails to reach compromises, the editorial office continues to struggle. However, as an editor I have a lot of respect for them. Because a true creator values his word and protects it.

There are also contradictions among such capricious authors. They come up with something unusual, non-standard. You can easily shorten, edit and add some of these articles yourself.⁴

In working with the author, the editor should take into account his character, strengths and weaknesses, and therefore set tasks for him. As noted

above, when the editor reads the manuscript for the first time, he returns it to the author first to make corrections. In this process, the author can work alone or edit the work together with the editor. The editor should assist the author in the editing process carried out in collaboration with the author and the editor. However, this assistance does not have to consist of a complete rewrite of the author's work. Otherwise, it could turn into a completely different work. In the play, the author's own "I", that is, his own thoughts, his own style must be preserved.

Below we look at how much help an editor can give to an author.

Understanding of the author. The editor should become a partner of the author, not a competitor or boss who speaks for him. Therefore, he must understand the text he is working on and the author's goal. If the editor does not understand the content of the text, editing is done superficially.

Does the editor need to determine the level of his participation in the text: the language of the work, literary editing, stylistic editing, or should they all work hard on the text as a whole? In the latter case, the author's text may change completely.

To truly understand the author, a qualified editor must conduct a deep logical analysis of his text, his methods of conveying information, composition, style, peculiarities of the author's language and other aspects reflecting the author's self. At the same time, the editor must be able to correct flaws in the text without prejudice to the general condition.

Make the text easy and clear. Writer Konstantin Paustovsky recalls an interesting story from his work: One day the narrator Sobol brought his story to the editors. The text was hard to read. The manuscript is taken by the authentic Blagov, and the next day Paustovsky marvels at the corrected text: it was a true story. Not a trace of the previous chaotic words remained.

- "How did you do that?" asks Paustovsky in astonishment.

"I didn't do anything, I didn't change a word," he said. - I just placed the dots and commas in the text correctly. After all, punctuation is like notes in music⁵.

Of course, this does not mean that the text will change completely if you correctly put punctuation marks in the text. In this case, the experience and qualifications of the editor are of paramount importance.

When editing text, the editor should ensure that it is as easy and understandable as possible. Another easy achievement of the work is that it is easy to read in one breath.

Therefore, replacing difficult words in a text (unless they are scientific terms and without

⁴ Meliboev A. Forty-fifth station.- T.: Alisher Navoi National Library of Uzbekistan Publishing House, 2008. 38-39 p.

⁵Paustovsky K.G. An incident in the Alshwang shop. Prose, 1955. <https://www.rulit.me/books/sluchaj-v-magazine-alshvanga-read-22513-2.html>

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compromising the content of the text) with comprehensible words, and dividing compound sentences into a few simple sentences, can also give it a new splendor. It is also important to avoid abbreviations and neologisms in the text that are familiar only to a narrow circle of readers, or at least to explain them.

Remove unnecessary parts of text. When the French sculptor Roden was asked, "How do you easily create even the most difficult compositions?" Roden replied, "There's no hard part: I just take a piece of marble and remove all the extra pieces from it." The editor, who has the author's text in his hand instead of a piece of marble, also removes the excess, parts of the text that are of no use to him. No matter how masterful the author is, he takes a subjective approach to his text, and all the words in it seem necessary. The editor, on the other hand, looks at it differently and can see the extra details well. Especially common patterns in the text, such as "it is possible to say", "it is obvious to everyone", "it is possible to say from the above" and so on, do him more harm than good, make him heavy and boring.

According to the Russian writer Leo Tolstoy, when a writer begins to realize his idea, he must "get into the village" from the very first lines, that is, he must start working all of a sudden without going too far into the essence. Anton Chekhov also advised young authors to remove the introductory part of their stories, which contained many and clever words.⁶ Of course, if the author did not follow this advice, it is the editor's responsibility to correct the error and clean the rice from the builds.

Increase energy. In Roy Peter Clarke's book, "Writing Tools: 50 Essential Strategies for Every Writer", the author advises using the strongest possible verbs and active action when creating text.⁷ Rather than the phrase "The test on method was passed by students", the sentence "Students passed the test on the method" is closer to the reader, more specific to the style of speech, rather than dry book language.

Reduce high-pitched text. In Turgenev's "Fathers and Children", the protagonist Bazarov repeats to his friend Arkady, "Oh, my friend Arkady, I ask you something, don't speak nicely".⁸

"Beautiful words" are found in both literary and scientific works. In some cases the author uses them deliberately to enrich his work, sometimes he uses them as usual without thinking about it. They may also fit the composition of the work, but in many cases, especially in scientific works, high-sounding sentences are used only superficially. It is impossible to engage a reader with his own opinion in such a way

that he quickly realizes that the essence of empty words is futile. Therefore, the editor must relentlessly renounce such unnecessary sentences.

Data verification. The above was a discussion of the factual errors that may occur in the play during the editing process. The fact that the author did not check certain information and the editor did not clarify it during the editing process means double unprofessionalism. At the same time, it can cause a gross error in the play, and in some cases even cause the information in the book to turn out to be false. Therefore, it is one of the important tasks of the editor to check the accuracy and authenticity of every piece of information in the book, in particular, dates, quotations, names.

It has already been mentioned above how an editor can help an author in working with text. But the author's personal need for an editor is no less.

According to Arkady Milchin's book "Methods of editing the text", first of all, the author, who finished his work, is full of hesitation, insecurity, and sometimes he does not like anything. Then, from the outside, evaluation is a vital necessity for him.

Secondly, the author sometimes gets tired of work, goes astray and needs outside help.

Third, the conscientious author always wants to know that he did not make a mistake that needed to be corrected before the book was published.

Fourth, reading the manuscript by a friendly editor reassures the author.

Fifth, the author needs an editor as a person who inspires his spiritual growth.

Sixth, the author needs an editor to support him at all stages of the creative process.⁹

This means that the editor can help the author, not only as a publishing expert, but also as an impartial consultant. Moreover, as Maksim Gorky notes in his letters to young writers, the editor bears the same responsibility for publication as the author.

In short, today's editor must meet the following requirements:

- the editor must thoroughly understand the topic of the manuscript;
- the editor must be well acquainted with the publishing work, i.e the process of transformation of the manuscript into a real work, be familiar with new techniques and technologies related to the publishing process, technical decoration, advertising and promotion;
- the editor must be a highly cultured, literate specialist, well versed in the norms of literature, literary language and methodology, able to correctly use the linguistic and methodological tools;

⁶Editing articles. <http://123mi.ru/articles/Redaktirovanie-stati.php>

⁷ Clark R.P. Writing Tools: 50 Essential strategies for every writer. Little, Brown and Company, 2006. P-3

⁸ Turgenev. I. Fathers and children.—M.: State publishing house of fiction, 1933.

⁹ Milchin A.E. Text editing technique. 3rd ed., Rev. and additional M.: Logos, 2005. -24-p

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- as mentioned above, the editor must be able to work with the author or group of authors, respect the work of the author, keep in mind that the manuscript should be corrected as little as possible.

The skill of the editor is assessed by how well he or she meets these requirements. As a result of his

work on the manuscript, a new, perfect work sees the face of the world. Of course, the author plays the greatest role in the emergence of the work, but the hard work and skill of the editor also play a high role in ensuring that it is error-free and reaches the general public.

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