# WORDPOWER PUBLISHING KENYA

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## PUBLISHING GUIDELINES

April 2019

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WordPower Publishing Kenya

# ABOUT WPKE

WordPower Publishing Kenya (WPKE) offers eBook self-publishing services to emerging Christian authors. We work with new authors who do not have an author platform and are looking for an affordable way to build one.

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**Copy Editing**
Copy editing is the process of checking for grammatical errors, inconsistencies in writing, repetition of words and phrases, syntax, punctuation, capitalization, hyphenation, facts, among others.

Copy editing is the final step before a manuscript is published. It is done after other edits like manuscript critique, comprehensive or line edit. At this stage, the author is not making any further changes. A copy edit polishes a manuscript and prepares it for publication.

The copy editor does not look at the overall view or structure of the manuscript. The editor simply corrects the mistakes in the text while preserving the voice of the author. A copy edit is done while the manuscript is in *MS Word*.

After copy editing, we proofread the manuscript before we send it to you for review and approval.

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After copy editing a manuscript, proofreading is done as a quality control measure. The proofreader checks for mistakes that may have been missed during copy editing.

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