

# NETWORK NEWS

Quarterly E-newsletter for Members

January 2018 Edition

## Network Spotlight

By Codi Ribitzki,  
Submissions Facilitator,  
and Jennifer Harris,  
Newsletter Coordinator

**H**appy New Year! As we welcome in 2018, we wanted to share a bit about the *Network News* quarterly newsletter, formerly known as *Pen Points*.

Last year brought us many changes, including a new name, a few new team members, new design, and more. It's been an exciting and challenging year, and we hope you're finding the content informative and inspirational.

**Did you know that *Network News* is comprised of content submitted by members just like you?**

Each quarter, our newsletter team works hard to create a quality publication for our friends in CEN. We are all constantly on the lookout for quality content to be featured in the newsletter, and we want to stress that we simply cannot create a quality publication without your help. Our newsletter content is completely dependent on member submissions.

Many members write frequently. They have blogs. They write ar-

ticles. They write book reviews for GoodReads and Amazon. They're published authors who'd love to have their books reviewed by a friend in CEN. When you do those things as a part of your business, would you share them with us?

Being featured in the newsletter is an excellent way to help fellow members become familiar with you. It's also a great way to gain exposure for your personal website or blog, which is included in your byline. We are a wonderful community of peers who learn and grow together, and the newsletter is an integral part of that.

### How can you contribute?

For detailed submission guidelines, visit <https://thechristianpen.com/newsletter-submission-guidelines/>.

**READER TIP:** Have you read an article in a past issue or a tip that was helpful and want to take a look at it again? Remember, you can always access past issues at <https://thechristianpen.com/network-news/>.

We hope you had a wonderful and peaceful holiday season, and we pray that this coming year will bring you great joy, peace, and abundant blessings!

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conference!

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# CMOS Highlights

## Three Levels of Membership

### Bronze Member Benefits

- New Member FAQs
- *The Chicago Manual of Style* [online subscription](#) discount
- Quarterly e-newsletter
- 10% discount at [The PEN Institute](#)
- 5% discount on [PENCON](#) registration
- Eligible to join the PEN-Prayer loop

### Silver Member Benefits

- Most Bronze benefits, plus:
- Email loop to communicate with fellow members
- 15% discount at [The PEN Institute](#)
- 10% discount on [PENCON](#) registration
- Member name and website link on the PEN's [Silver Members](#) page
- May purchase [website ads](#)
- May write blog posts for the website and articles for the quarterly e-newsletter
- May list books written by the Silver Member on our [Resources](#) page, with links for purchase
- May apply to teach at [The PEN Institute](#)—paid position

### Gold Member\* Benefits

- Most Silver benefits, plus:
- 20% discount at [The PEN Institute](#)
- 20% discount on [PENCON](#) registration
- Bio and headshot on the PEN's [Gold Members](#) page
- May offer professional mentoring through the website
- Announced in newsletter when Gold level is achieved

\*Must be a [CEC Member](#)

**Q** Some compound adjectives are always hyphenated, even after the verb. Is *worry-free* hyphenated after the verb, as in this sentence: Audit trails and compliance tools make the process worry-free?

**A** A compound formed with *free* as the second element is hyphenated both before and after the *noun* it refers to. (Whether such a phrase follows a verb is irrelevant.) Please see *CMOS* 16, 7.85, section 3, under the word *free*:

*toll-free* number  
*accident-free* driver  
the number is *toll-free*  
the driver is *accident-free*

**Q** In *Chicago* style, after how many words do you use a block quote?

**A** Please see *CMOS* 16, 13.10 (“Choosing between Run-In and



Note: Our *CMOS* Q&A is taken directly from their website. Questions are from both 16th and 17th editions.

Block Quotations”): “In deciding whether to run in or set off a quotation, length is usually the deciding factor. In general, a short quotation, especially one that is not a full sentence, should be run in. A hundred words or more (at least six to eight lines of text in a typical manuscript) can generally be set off as a block quotation.”

**We're going to learn to cut and paste kids!**

Commas matter.

 /grammarly

**“The big difference between the right word and the nearly right word is the same as the difference between lightning and the lightning bug.”**  
—Mark Twain

**Would you like to be connected with clients based on their needs and your specialty?**



Connecting authors, agents, and publishers with established, professional freelance editors.

**Join the CEC at [ChristianEditor.com](#).**

## Featured Editor—Linda M. Au

### As an editor, what do you specialize in?

I'm actually a proofreader and sometimes a copyeditor, not much of a big-picture editor at all. But I enjoy the detail work of proofreading. I started out proofreading our denominational magazine in the late '80s, when I was a secretary in the office and the frazzled editor dumped an issue on my desk. He said, "Can you look this over for me?" Two hours later I handed him an overly red-inked copy. He took one look, and a proofreader was born. I still proofread that magazine to this day.

Beyond that, I've proofread everything from cookbooks (no, I don't have to test the recipes, just the spelling of the ingredients!) to general nonfiction to techno-thrillers for publishers such as F+W, Carrol & Graf, and others. These days I proofread mostly for indie authors and previous clients as I try to move forward with my own writing.

### What training have you completed on your journey to becoming an editor? Do you have any training in your specialization?

The proofreading came about by accident. (See answer to first question.) From there I've learned as things came up, poring over pages of whatever CMOS edition was current and trying not to curse my way through its unfathomable index depths as I searched for some obscure rule to back up a hunch. If I were doing big-picture content editing, I'd be more likely to pursue formal training, but I find the best thing I can do as a proofreader is keep current with the changes in the language and ask questions of peers when I'm not sure of something.

### What are some of your favorite resources when editing or writing?

When I'm proofing hard copy, I use the adjustable editing desk my dad made for me, piled high with print



editions of CMOS, CWMS, MW, and whichever Bible version I'm using for that project. Pilot fine-tip red pens, Post-it notes, and highlighters surround me and make me feel safe. :) For digital proofreading, it's either Word and Track Changes or my little digital scribbly "pen" on a PDF.

When writing, I love using one of my many typewriters for rough drafts of fiction. Then I turn to Scrivener to edit the scanned-in pages from the typewriter. I used to use OneNote for all my writing projects, but Scrivener has won me over completely.

### What advice would you give to a beginning editor?

Don't quit your day job. Yet.

### Do you participate in any organizations or groups other than the PEN?

I'm a founding member of an online private writing group formed more than fifteen years ago called Crit Club (worldwide, yet with only two dozen members). I'm on the board of the St. Davids Christian Writers' Association and also the publication board of my denomination of quirky *a cappella* psalm-singing Covenanters (Reformed Presbyterian Church of North America). I'm still author liaison for the Beaver County BookFest (probably because they can't find anyone else to do it). And I hang out with some loosely formed gangs of writerly thugs here and there.

### How has God gifted you to succeed in this business?

I was given an attention to detail that is a blessing and a curse. Sure, hire me to proofread your book, but don't sit next to me while we're watching the news, because I proofread the news crawl along the bottom of the screen. Out loud. With weeping and gnashing of teeth.

### What is your favorite Scripture and why?

"Cease striving and know that I am God" (Psalm 46:10 NASB).

Let's just say I strive a lot, over every little thing, all the time.

### What's one unique thing about you?

I'm a gadget geek (first-generation Kindles and Echos, plus laptops, multiple computers, printers, Rokus, Alphasmarts, and other tech toys, and I've been online for more than thirty years). But I love writing on typewriters, like some kind of barbarian.

### Where are you located?

Western Pennsylvania, near Pittsburgh.

### Where can we find you online?

[lindaau.com](http://lindaau.com) or [viciouscirclepublishing.com](http://viciouscirclepublishing.com)

"I work in my study, taking the collections of words that people send me and making small adjustments to them, changing something here and there, checking everything is in order and putting a part of myself into the text by introducing just a little bit of difference."

— Michael Marshall Smith



The Christian PEN welcomes the following [Gold Member](#) to this professional level of membership.

Christy Distler

Gold Members must be current members of the Christian Editor Connection and have been a Silver Member of the PEN or a member of the Christian Editor Connection for at least one year.

Apply for the [Christian Editor Connection](#) today. If you are already a member, you may be eligible for Gold membership.

### Would you like to advertise your freelance services online?

Visit [thechristianpen.com/find-an-editor/](http://thechristianpen.com/find-an-editor/) to see our current ads.

Check out the details and purchase an ad at [thechristianpen.com/websiteadvertisements/](http://thechristianpen.com/websiteadvertisements/).

This benefit is for Gold and Silver members.

“The chief virtue that language can have is clarity.”  
—Hippocrates

## Using Mind Principles to Reach Your Goals

By Debra L. Butterfield

Have you, like me, set SMART goals, but met with limited to no success?

To reach our goals, we must first understand how the brain works.

**1. Your brain believes everything you tell it, without question.\***

Truth or not, your brain says “okay” to whatever you tell it. Be aware of your self-talk!

**2. We behave and act not according to the truth, but according to the truth as we perceive it to be.\***

This applies to our self-images, and you have a self-image for everything.

**3. Your brain locks onto the strongest picture.\***

How this works: If I want to be an award-winning editor or bestselling author, I tell my brain I am. Then, I create a self-image of that, complete with emotions (locking onto the strongest picture). The brain believes it and works to make it happen.

I love what science has proven

about the brain and that God said it all millennia ago in Proverbs 23:7, “As he thinks in his heart, so is he” (NKJV).

God gives life to the dead and calls those things that do not exist as though they did (Romans 4:17). He tells us to do the same: ask and believe we *have* received (Mark 11:24).

Like yearly goals, this isn’t something you do once and it magically happens. It takes effort. Use the truth of the Bible to replace your negative self-images, and trust His Spirit to empower you.

These are the very basics of how the brain works, but I hope they have opened your thinking to new and great possibilities. Click here to read more: <http://debralbutterfield.com/mind-principles-succeed-resolutions/>

\*From *Making Your Mind Magnificent: Flourishing at Any Age* by Steven R. Campbell.

## Member News

By Jeanne Marie Leach

Two years ago, I signed a client based on his first chapter, which was written well. After doing a critique of his book, I discovered he was a devout Hindu, and the book contained numerous rapes and mentioned worshipping the “Lord Shiva.” The writing and plot were so bad, I suggested a complete rewrite.

He’s so busy, he had never got back to the book. I prayed for him often, and

felt God wanted me to stick with him. In the spring of this year, he said he’d been going to a Christian church and now believed in Jesus and Shiva. I continued praying for him, and last week he sent another note telling me that he’s been saved and has been studying under a pastor. He’s going to scrap the old book and write a new one that will give glory to the true God!

## Book Review

Writer Cynthia Ruchti and editor Jamie Chavez were recently interviewed about *Restoring Christmas*, an Excellence in Editing award-winning novella. In the interview, these ladies and Christi McGuire discuss how the novella came to be and the advice each has for other writers and editors.

Read the full interview on the PEN Tips [blog](#), and check out the other great blog posts.

### About the Book

Alexis Blake sets out to restore a neglected building.

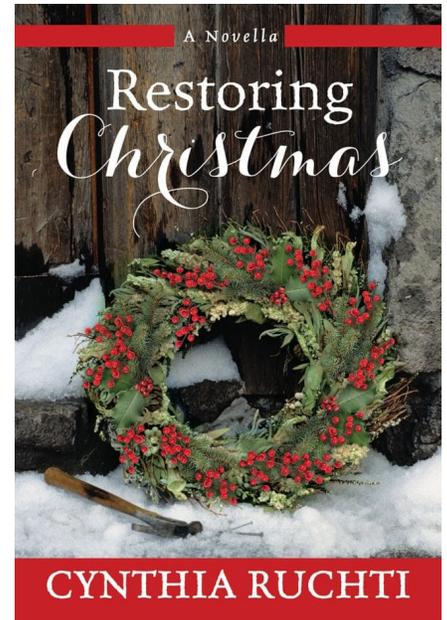
What she didn't expect was to restore a life ...

Alexis has one chance to land

her own show on the Heart-and-Home Network, and nothing—not an uncooperative client, a job site without indoor plumbing, or a challenging videographer—is going to stand in her way.

Elsie Raymond, at seventy-plus, is far from the ideal client, but she knows exactly what she wants her fieldstone house to look like, and no designer can tell her otherwise.

Gabe Langley, the man with the camera, is caught in the middle and it is his wisdom and warmth that just may be the bridge that will bring these two women together. Can they restore more than just a house and save Christmas memories from being lost forever?



“Editing every day isn’t something you have to do. It is something you get to do.” —Lawrence Wilson

## Devotion

### “Building Character”

By Jenne Acevedo

“We can rejoice, too, when we run into problems and trials, for we know that they help us develop endurance. And endurance develops strength of character, and character strengthens our confident hope of salvation.

And this hope will not lead to disappointment. For we know how dearly God loves us, because he has given us the Holy Spirit to fill our hearts with his love.”

Romans 5:3–5 NLT

To willingly admit my anxiety took a long time. I did *not* want to be labeled as one of *those people* who always worried about everything. I purposely stayed away from others

so they would not see my struggle. But God knew.

Thankfully, God met me there and brought a few godly friends into my life who were able to speak to my fragile heart. I began to trust others with my pain. I persevered as He brought hope and increased my compassion for others. Then I watched as He used my journey to encourage others through their struggles.

Many of us live in anxiety or another personal prison. We do not want others to see how difficult life really is, afraid they may think poorly of us. We fear their judgment, their reactions, and even their “help” (often offered with the best of intentions).

God already knows everything about us and wants to bring us

peace. He wants to use our suffering for His glory. He can take our brokenness and make us whole. As we persevere through times of doubt, pain, and chaos, God is building our characters.

I never imagined I would share my darkest moments with others. Once I let God work in my heart, I found freedom and joy in sharing my story. What a blessing to share how He has renewed my hope and filled me with His love.

*What is building your character right now? Your children, your job or lack thereof, your finances, your spouse, your health? Ask God to show you how to persevere through your suffering and bring hope with each new day.*



The PEN Institute offers dozens of courses in three formats.

**Lesson Pack**—This option includes the lesson material in pdf format. Purchase and download anytime.

**Group Instruction**—This option includes the lesson material, optional homework, additional instructor handouts, a group forum to learn from other students, and direct feedback from the instructor. Group courses are scheduled throughout the year and administered via private forums.

**Individual Mentoring**—This option includes the lesson material, homework assignments, additional instructor handouts, and one-on-one mentoring from the instructor. This option is available throughout the year and scheduled directly with the instructor.

The following courses are open for registration. All PEN members receive discounts. For more information and to register, visit [The PEN Institute](https://peninstitute.com).

### Freelance Editing 101

Instructor: Christi McGuire

January 15—March 12

Link to register: <https://peninstitute.com/product/freelance-editing-101-group-course/>

### Sentence Diagramming 101

Instructor: Denise Look

January 22—March 19

Link to register: <https://peninstitute.com/product/sentence-diagramming-101-group-course/>

### Nonfiction Copyediting & Proofreading Boot Camp 401

Instructor: Jenne Acevedo

February 5—March 5

Link to register: <https://peninstitute.com/product/nonfiction-copyediting-and-proofreading-boot-camp-401-group-course/>

### Marketing for Editors 101

Instructor: April Michelle Davis

February 12—March 12

Link to register: <https://peninstitute.com/product/marketing-for-editors-101/>

[Contact us](#) if you have any questions.

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### FAQs

**How do I see my PEN membership details?**

View your profile page. Log in to your account on the [PEN's website](#) by clicking *Login* under *Membership*.

**How do I renew?**

Send your renewal payment via PayPal by clicking the direct link on the left.

**Where are my discount codes?**

After logging in, go to your membership page. Your documents and graphics are there with all of the details.

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