

## LEVELS OF EDITING

### LIGHT

#### a) Mechanical Editing

Ensure consistency in all mechanical matters. Allow deviations from house style if the author is consistent and uses acceptable variants.

- Abbreviations, acronyms, and symbols (p. 216)
- Capitalization (p. 151)
- Compile a style sheet (p. 47)
- Italics and bold type
- Names and terms
- Numbers and numerals (p. 171)
- Punctuation (p. 71)
- Quotations and dialogue (p. 196)
- References and other documentation (p. 274)
- Spelling, compound words, and hyphenation (p. 121)
- Tables, graphs, illustrations, art, and captions (p. 242)

#### b) Correlating Parts

- Check alphabetization of lists and the bibliography or reference list.
- Check contents page against chapters.
- Check footnotes, endnotes, or in-text citations against the bibliography or reference list.
- Check numbering of lists, figures, tables, and footnotes or endnotes.
- Check table of contents against heads and adjust accordingly.

#### c) Permissions

- Note any text, tables, or illustrations that may require permission to reprint.

#### d) Language Editing

- Ask for clarification of terms likely to be new to readers.
- Correct all indisputable errors in grammar, syntax, and usage, but ignore any locution that is not an outright error.
- Flag and query writing that is so poor that the audience won't understand what the author is trying to say.
- Ignore minor patches of wordiness, imprecise wording, and jargon.
- Point out paragraphs that seem egregiously wordy or convoluted, but do not revise.

#### e) Content Editing

- Query factual inconsistencies and any statement that seems incorrect.

### MEDIUM

- a) Include tasks a–d from light copyediting.
- b) Language Editing
  - Ask for or supply definitions of terms likely to be new to readers. Compile a glossary of terms if necessary.
  - Correct all disputable errors of spelling, grammar, punctuation, and editorial style.
  - Flag and supply suggested revisions for problematic writing such as wordiness, unclear writing, and unnecessary repetition.
  - Focus on the consistency of these elements throughout the manuscript, using a style sheet as a reference.
- c) Content Editing
  - Query facts that are incorrect, and supply suggested revisions based on information you can verify with desktop references.
  - Query poor organization and gaps in logic (p. 377).

## HEAVY

- a) Includes tasks a–d from a light copyedit.
- b) Language Editing
  - Ask for or supply definitions of terms likely to be new to readers. Compile a glossary of terms if necessary.
  - Correct all disputable errors of spelling, grammar, punctuation, and editorial style.
  - Correct all infelicities in grammar, syntax, and usage.
  - Focus on the consistency of these elements throughout the manuscript, using a style sheet as a reference.
  - Rewrite problematic writing, such as wordy or convoluted patches.
- c) Content Editing
  - Query or fix faulty organization and gaps in logic. (p. 377)
  - Verify and revise facts that are incorrect.