

## COPY EDITING AND PROOFREADING

**Copying Editing:** Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; checking approximate placement of art; editing tables, figures, and lists.

Does not include the following unless *requested* in advance:

- Americanization
- standardization of weights and measures
- verifying translations or accuracy of non-English words

Does not include the following unless *contracted* in advance

- providing or changing system of citations
- editing index
- writing captions or credit lines
- writing running heads

**Proofreading:** Checking written material for minor, mechanical errors in copy (such as spelling mistakes or typographical errors).

Does not include the following unless *contracted* in advance:

- incorporating Author's alterations
- checking page breaks
- flagging or checking location of art
- inserting or checking page numbers to contents and page references.