

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; inserting head levels and approximate placement of art; editing tables, figures, and lists. Does not include the following unless specified:

- Americanization
- standardization of weights and measures
- verifying translations or accuracy of non-English words
- providing or editing art manuscript
- providing or changing system of citations
- editing index
- writing captions or credit lines
- writing running heads
- obtaining or listing permissions needed
- notifying Designer of any unusual production requirements
- providing front matter (prelims), cover copy or cover designs
- writing the preface, foreword, back matter or acknowledgements
- seeking approvals from author's representative

Final Proofreading: Checking manuscript, prior to release and submission to a publisher, for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet).

Does not include the following unless specified:

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