

3 Levels of Copy Editing

	Light	Medium	Heavy
Editor's Involvement	This level involves 1 or 2 fairly quick passes through the document to correct basic errors and flag issues for the author to address.	This level involves 2 passes through the document, some basic research, and minor rewriting of obvious problem areas. Author's original is always preserved.	This level involves 2 and possibly 3 passes through the document and serious involvement with the content. May include heavy revisions of structure and language, in keeping with the author's intent and voice. Author's original is always preserved.
Mechanics	Ensure consistency in all mechanical matters: spelling, capitalization, punctuation, hyphenation, abbreviations, formatting of lists and bullets, etc.		
Correlating parts	Check contents page against chapters; check numbering of footnotes or endnotes, tables, and figures. Check alphabetization of bibliography or reference list; read footnote, endnote, or in-text citations against bibliography or reference list.		
Shape	<ul style="list-style-type: none"> Accept structure of publication and organizational shape as supplied. 	<ul style="list-style-type: none"> Point out where alterations to structure or organization of material are advisable. 	<ul style="list-style-type: none"> Provide specific alterations to structure or organization of material for author to review.
Language	<ul style="list-style-type: none"> Correct all indisputable errors in grammar, syntax, and usage, but ignore any locution that is not an outright error. Point out paragraphs that seem egregiously wordy or convoluted, but do not revise. Ignore minor patches of wordiness, imprecise wording, and jargon. Ask for clarification of terms likely to be new to readers. 	<ul style="list-style-type: none"> Correct all errors in grammar, syntax, and usage. Point out or revise any infelicities. Point out any patches that seem wordy or convoluted, and supply suggested revisions. Ask for or supply definitions of terms likely to be new to readers. 	<ul style="list-style-type: none"> Correct all errors and infelicities in grammar, syntax, and usage. Rewrite any wordy or convoluted patch. Ask for or supply definitions of terms likely to be new to readers.
Content	<ul style="list-style-type: none"> Query factual inconsistencies and any statements that seem incorrect. 	<ul style="list-style-type: none"> Query any facts that seem incorrect. Use desktop reference books and on-line resources to verify content. Query gaps in logic or structure. 	<ul style="list-style-type: none"> Verify and revise any facts that are incorrect. Query or fix gaps in logic or structure.
Permissions	Note any text, tables, or illustrations that may require permission to reprint.		
Typecoding	Typecode all manuscript elements to indicate chapter titles, headings by level, etc., for publication designer.		