CRIB SHEET

COMPRESS.dsl
PUBLISHING EXCELLENCE

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in **MS Word** format

COPYEDITING
in **MS Word** format

IMAGE RESEARCH AND SELECTION

DESIGN
InDesign

TYPESETTING
takes place

PROOFREADING
in **PDF** format

FINAL PAGE CHECKS

PROFESSIONAL PUBLICATION

SUBSTANTIVE EDITING, COPY-EDITING AND PROOFREADING

Good writing and clean writing aren't the same thing. Even the most accomplished manuscript is seldom as clean as the author thinks it is. In our view, all manuscripts should ideally go through a copyedit (in MS Word) and then a proofread (in PDF) before being published. Some manuscripts may also require a substantive edit.

These editorial terms can be differently understood, depending on who you talk to. At COMPRESS.dsl, we define them as follows:

Substantive editing

Substantive editing, or heavy editing, considers a work's organisation and presentation. It involves all or some of the following:

- Reviewing content and restructuring disorganised sections to create a clear, logical argument or flow of information
- Providing transitions so the manuscript flows well from one section to another
- Identifying and where possible solving problems of contradiction, inconsistency, plagiarism, datedness, etc.
- Rewriting or overwriting text to enhance readability, style and clarity; clarify meaning; eliminate ambiguity, repetition or verbosity; vary sentence length; etc.

A manuscript that has been through a substantive edit should also be copyedited.

Copyediting

Copyediting, or line editing, includes checking and correcting grammar, spelling, punctuation, capitalisation, abbreviations/acronyms and language usage while retaining the meaning and voice of the original text. Among other things, copyediting also includes:

- imposing a consistent spelling and punctuation style (e.g. UK or US)
- implementing a consistent style for features such as head levels, figure captions and table heads
- cross-checking text references to content in figures and tables
- styling endnotes, footnotes and reference lists*
- highlighting and where possible finding missing or incomplete sources
- cross-checking cites to reference list entries.

* This is also referred to as mechanical or technical editing and is sometimes done as a separate step in the editorial process. COMPRESS.dsl has incorporated this step into its copyediting service.
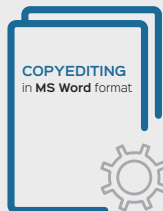
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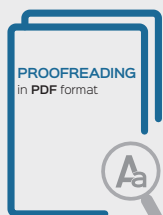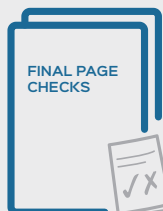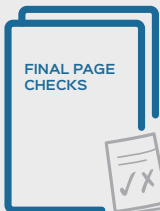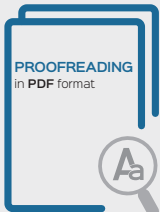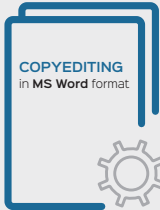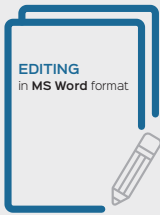
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Proofreading

Proofreading is the last step in the editorial process, and includes reading and annotating the typeset page proofs for any final errors and inconsistencies that may have slipped through during the editing stage. It also involves checking:

- for any layout issues that may have occurred during typesetting, such as alignment, widows and orphans, page overruns, inconsistent spacing above and below heads, etc.
- accuracy of redrawn graphs
- contents page numbers against the body text
- tracking, kerning and leading
- page base lines, heading levels and running headers and footers.

Is it an edit or is it a proofread?

As a rule of thumb from an editorial point of view, if you're working in MS Word, it's an edit.

It's an edit if:

- a consistent style is having to be implemented (rather than catching the overlooked outliers)
- the Word document is riddled with track changes (or the PDF with mark-ups)
- significant changes to the content, organisation or structure of the text are still required
- there are numerous author queries
- reference lists, endnotes or footnotes are incomplete and have not been uniformly styled.

Final page checks

A proofread in MS Word means that none of the points under 'Proofreading' above are checked, because the proofreader did not work on the final typeset document in PDF format. If copyediting was not carried out, and a proofread in MS Word was done instead, then final page checks of the PDF are essential. This will make sure that any typos or errors are corrected before the publication is finalised.