



How to Copy Edit

Copy editing is the process of revising or editing a document to ensure consistency, grammatical correctness and clarity.



1. Agree on the scope of the work.

Clearly define what your services will and won't cover.



2. Gather all relevant information.

The purpose of the document, the target audience, the style requirements, etc.



3. Read through the document.

Familiarise yourself with the flow of information, the structure and the author's voice.



4. Work through each paragraph and edit for errors.

Edit sentence by sentence for punctuation and syntax errors.



5. Revise each paragraph in its entirety.

Once the document is technically correct, start improving it.



6. Read the entire document again.

Step back and reassess the document from a distance.

7. Edit for formatting.

Formatting includes references, menus, lists, headings, margins and page layout.

8. Proofread it.

Typos or accidental word inserts can easily creep in.

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Masoodian, Sally Jo Cunningham**

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The Concise Guide to Copy Editing Paul LaRocque, 2003 Conveniently organized to serve as a training tool for new or improving copy editors this guide teaches how to best serve clients

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From the Heart of a Copy Editor - The 10

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