






























Table of Contents

	ACKNOWLEDGMENTS	ix
	FOREWORD	x
1	INTRODUCTION TO COPYEDITING: WHAT IT IS AND WHAT IT ISN'T	1
	Definitions	3
	 Exercise 1: Spelling Test	7
2	GRAMMAR: YOU HAVE TO KNOW IT TO CORRECT IT	10
	 Exercise 2: Sentence Correction	11
3	COPYEDITING MARKS	17
	Delete	17
	Close Up	18
	Delete and Close Up	18
	Insert	18
	Lowercase	19
	Capitals	19
	Small Caps	19
	Italics	20
	Boldface	20
	Transpose	20
	Replace	21
	Spell Out/Use the Other Form	21
	Paragraph	22
	Run On	22
	Transfer	22
	Superior/Inferior Characters	23
	Punctuation Marks	23
	Stet	25
	Placement Notations	25
	 Exercise 3: Copyediting Marks	27
	 Exercise 4: More Practice	29
	 Exercise 5: Advice for Editors	32


4	COPYEDITING: WORKING WITH TEXT 36  Exercise 6: Copyediting 38 The Copyeditor's Role 54 Copyediting Tasks 54 Procedures required on all jobs 54 Light copyedit 55 Standard copyedit 55 Formatting tasks 60 Read-behind checklist 62 Heavier, more substantive editing, rewriting, and related tasks 63
5	SUBJECTS AND VERBS: THEY WILL AGREE 64  Exercise 7: Subject-Verb Agreement 69  Exercise 8: More Subject-Verb Agreement 76
6	ACTIVE AND PASSIVE VOICE: WHO'S DOING WHAT 80  Exercise 9: Active vs. Passive Voice 82  Exercise 10: More Active vs. Passive 88
7	PRONOUNS: CASE AND NUMBER AGREEMENT 93 Nominative Case 94 Objective Case 94 Possessive Case 95  Exercise 11: Who and Whom 96 Agreement with Antecedents 99  Exercise 12: Pronoun-Antecedent Agreement 102  Exercise 13: Unclear Antecedents 106
8	PARALLELISM: A DELICATE BALANCE 110  Exercise 14: Parallelism 114  Exercise 15: More Problems with Parallelism 120

9	MODIFIERS: THEY DANGLE, SQUINT, AND GET LOST 123 Restrictive and Nonrestrictive Clauses 123  Exercise 16: Restrictive and Nonrestrictive Modifiers 125  Exercise 17: Restrictive and Nonrestrictive Clauses 128 Misplaced Modifiers 130  Exercise 18: Problem Modifiers 132  Exercise 19: More Problem Modifiers 138
10	PUNCTUATION: THE PAUSE THAT CLARIFIES 141 Periods 141 Commas 142 Apostrophes 146 Colons 147 Semicolons 147 Quotation Marks 148 Parentheses 149 Brackets 150 Hyphens 150 Dashes 151  Exercise 20: Punctuation 153  Exercise 21: Hyphens and Dashes 159
11	EDITORIAL STYLE: MANUALS AND WORD LISTS 161  Exercise 22: Style 174
12	CONCISE LANGUAGE: OR, A ROSE BY ANY OTHER NAME 177 Noun Strings 177  Exercise 23: Unpacking Noun Strings 179  Exercise 24: Unpacking More Noun Strings 182 Replaceable Words and Phrases 184 Smothered Verbs 184

	Exercise 25: Smothered Verbs	185
	Exercise 26: More Smothered Verbs	189
	Redundancy	193
	Exercise 27: Redundancy	194
	Exercise 28: More Redundancy	200
	Exercise 29: Putting It All Together	204

13	CITATIONS AND REFERENCES: THE SUPPORTING DOCUMENTATION	225
	Citations	226
	References	227
	Notes	229

14	TABLES AND GRAPHICS: MAKING DATA EASIER TO GRASP	230
	The Basics of Editing Tables	230
	Editing a table for clarity	232
	Editing a word table for readability	234
	The Basics of Editing Graphics	237

15	ELECTRONIC EDITING BASICS: IMPROVING WORKFLOW, EFFICIENCY, AND QUALITY	240
	Computing Essentials for Editors	241
	Know your software applications	243
	File assessment before editing	244
	File management for the whirlwind	248
	File location for work and storage	248
	File organization and naming	250
	Version tracking for integrity—and sanity	252
	Ensuring compatibility for smooth workflow	253
	Viewing, Browsing, and Editing Text Onscreen	254
	Viewing text onscreen	254
	Browsing text onscreen	256
	Editing text onscreen	257
	Using Automatic Editing Functions	258
	 Exercise 30: Keyboard Commands Cheatsheet	259
	Find and replace	260
	Spelling and Grammar Checkers	263
	Spelling checkers	263
	Grammar checkers	265

Mind-Reading Functions and Automatic Paragraph Styles	266
Autoformat, autocorrect, autocomple	266
An option for handling headings	267
Editing Tables and Lists Online	269
Editing tables	269
Editing lists	270
Coded Text: Notes, Citations, and Callouts	272
Editing Graphics	274
Tracking and Showing Online Edits	275
Blazing a trail to track changes	275
Change-tracking tools	276
Queries and Incorporating Changes	279
Embedding queries in the text	280
Using a separate query list	281
Using the Comments feature	282
Final Notes: Printouts, PostScript, and PDF	283



Exercise 31: Editing Checklist for Online Practice—Let’s Go Live!	286
--	-----

GLOSSARY	288
--------------------	-----

Sidebars and Illustrations

Levels of Effort: Proofread, Standard Online Copyedit, and Substantive Edit . . .	3, 4, 5
The Publications Team	6
Editorial Checklist	61
Sample Feedback Memo	62
Comparison of Style Guides	168
Table Before Copyediting	234
Table After Copyediting	235
WYSIWYG	243
Common Document File Types	245
Revealing Codes in WordPerfect	247
Save, AutoSave, or Save As?	249
Compressed Files	251
Search Strategies	261
Automatically Generated Table of Contents	268
Editing in Plain Text	271
Hypertexts Need Special Consideration	273
Reference Management Software	277
Examples of Text Formatted to Show Edits	278
Using Macros to Automate Complex Tasks	281
Electronic Editing Checklist	286