

Preparing a Document for Publishing:

A Summary of Levels of Editorial Review

Editing:

Arranging the Ingredients



Reading the document to understand the topic and decipher whether the information is sufficiently addressing the intended audience. Subsequently, rearranging the information to present a more effective, logical flow, if necessary.

Copyediting:

Putting the Ingredients Together to Make it Read Well



Focusing on addressing the mechanical details of language in the document, including standard grammar and effective punctuation; ensuring consistency in use of terms; ensuring that the information is factually correct; making suggestions for more effective wording; and ensuring a consistent style or mood of writing throughout the document.

Proofreading:

Final Review of the Document before Publishing



This task involves checking for typos, punctuation, and grammatical mistakes; checking that the format is consistent; making sure that text is not missing from the pages; and checking that page numbers are correct. All should be in place to present for publishing.