

Editing Standards for Student Work

Proofreading

- Correct typographical errors.
- Correct end-of-line word divisions and bad breaks (incorrect line or page breaks).
- Check cross-references, running heads, page numbers, nontext items, and fields such as tables of contents or lists of figures.
- Correct errors resulting from markup protocols, spell and grammar checkers, optical scanners, and translation programs.

Copy Editing

- Check metrication.
- Apply a system of citation (such as APA or Chicago).
- Edit captions and credit lines (citations of sources for artwork or figures).
- Edit front matter (title page, contents page, list of tables, list of figures, acknowledgements).
- Correct spelling errors.
- Correct word usage errors and infelicities or offensiveness in diction.
- Correct grammar and syntax.
- Check errors and inconsistencies in punctuation.
- Establish and maintain consistent patterns of mechanics (e.g., capitalization).
- Apply the desired style to citations and references; query any that appear to be missing. The editor has no responsibility for obtaining reprint permissions but will point out where they may be needed.
- Ensure internal consistency of text and art; query the author about apparent errors in arithmetic and in other facts within the realm of general knowledge.
- Establish and maintain consistency and accuracy in the styling of tables, graphs, and other art, including their labels, captions, and text mentions.
- Treat non-English terms in English text appropriately and consistently.
- Use accepted markings for corrections and for queries to the author.
- Follow common practices, the faculty's preferences, or the suggested style guide for conventions such as the use of italics, boldface, and underline; metric or imperial measurements; abbreviations and symbols; technical and trademarked terms, and spelling and punctuation styles.

Stylistic Editing

- Clarify ambiguous vocabulary and syntax.
- Eliminate redundancies and verbosity.
- Eliminate jargon that is inappropriate for the intended audience.
- Correct or improve infelicitous connections and transitions, parallels, and paragraphing.
- Correct inconsistencies in the form and use of headings (e.g., inappropriate level, grammatically nonparallel forms).
- Maintain consistent style in headings and in captions for tables, figures, and illustrations.
- Identify inconsistencies in logic, facts, and details, and query. The editor will not question statements of fact or conclusions drawn from them in a paper's argumentation, unless patently suspect or silly ("Calgary is east of Montreal," "Canada's population is double that of the United States.").
- Write coherent notes to the author asking for clarification or explaining changes.
- Identify, in language and in content, possible legal trouble spots (e.g., libel, plagiarism, missing reprint permissions) or departures from social acceptability (e.g., gender, ethnicity, age, or other bias; failure to give sources).