



## WORKING WITH YOUR EDITOR

### Help the editor

The editor will focus on what you need to do to improve your text. Before they begin copy editing, they will want you to tell them:

- Who will be reading the text?
- What is its purpose or intended effect?
- How long is the text?
- Do you have a deadline?
- Will there be additional material added later?
- Are there any additional details the editor should know about that are important to your finished article.

### Carrying out the editing process

The copy editor will read through your text word by word, looking for issues such as:

- Is everything spelled correctly?
- Are there grammar mistakes?
- Is each sentence, paragraph and point clear?
- Can the writing be improved by dropping unnecessary words, sentences, or whole sections? Can it be written more concisely?
- Does the text's content and tone suit the author's audience? Can it be improved without compromising their writing style?
- Does the text flow well? Is it easy to read or does it jump about?
- Are factual elements such as 'phone numbers correct?

### Review the edits

The editor's recommendations will then be presented back to you. The final decision is yours on whether or not you approve the edits that have been made – it's your text. However, it is worth remembering that the editor is skilled in what they do and is aiming to improve your text. They are not 'marking' your work, nor are their comments intended to criticise. It is sometimes difficult to take someone else's comments on our work, especially if it has a deep significance to us, but try to understand that the editor is helping you to achieve the full potential of the work. On rare occasions, the editor might have misunderstood what you were trying to say, so you must check to ensure that the changes have not damaged your intended meaning. However if the editor misunderstood your meaning, then there's a pretty good chance that the reader would too, so work with your editor to find a solution that you are happy with. The editor is there to help you.

## **Proofreading**

Proofreading is the final stage of the writing process, when the paper is evaluated for mechanical correctness, such as grammar, punctuation, spelling, omitted words, repeated words, spacing and format, and typographical errors. It should be carried out only after all of other revisions and editing. If you have a limited budget, it can be done at the same time as the editing, but you will have to be careful that re-writes don't introduce new errors.