General Developmental Editing Checklist

Unless agreed upon before the start of a project, the copyeditor will correct for the following items WITHOUT querying the author:

- Check that opening/lead is accurate
- Check logical sequence of argument or descriptions
- Ensure that main points emerge clearly
- Edit for missing elements or parts
- Edit for superfluous elements or parts
- Check that conclusion follows and is not redundant
- Comment on overall organization, need for additional sections, and achievement of document purpose

As necessary (depending on the state of the draft), complete tasks associated with Light and Heavy Edits.

Light (Simple) Edit

Unless agreed upon before the start of a project, the copyeditor will correct for the following items WITHOUT querying the author:

- Correct spelling, punctuation, grammar, usage; ignore anything not an error; point out wordy or convoluted paragraphs but do not change or suggest any changes (According to any provided style sheet, or one will be created for this project)
- Correlate parts: contents against contents page, numbering of footnotes, endnotes, tables, and figures
- Look for inconsistencies or obvious errors of fact (for example, incorrect figure/table references)
- Check alphabetical order of bibliography
- List any permissions required for artwork, quotations, or copyright
- Properly code head levels, block quotes, tables, notes

Heavy (Line) Edit

Unless agreed upon before the start of a project, the copyeditor will correct for the following items WITHOUT querying the author:

All items included on Light Edit list, plus the following:

- Check facts (look for inconsistencies or obvious errors) against standard, general reference works
- Improve usage (for example, drop redundancies: "in order that")
- Edit awkward sentences, bad parallelisms, misplaced modifiers, and so on
- Edit grammar to the standard of a well-educated reader (for example, allow split infinitives if alternative is awkward, observe restrictive versus nonrestrictive clause distinction)
- Edit for smooth transitions sentence to sentence
- Create a TOC with 3 level heads
- Comment on readability and usability of graphics
- Comment on file structure and sizes (especially graphics)