



COPY-EDITING/EDITING – CHECKLIST

Copy-editing or Editing is the process of fine-tuning or revising text to improve readability and ensure it is clear, free-flowing and does not contain mistakes. It encompasses simple corrections, line-by-line stylistic editing, and substantial remedial work on literary style and clarity, depending on what is required.

Copy-editing/Editing involves great skill and we are proud to work with a team of professional and highly experienced Copy-editors who will ensure that your text is perfectly suited to your requirements.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include the following information when communicating with us about your requirements:

- In which language(s) do you require our Copy-editing/Editing service?
- What is the subject matter of the text?
- What are your key messages?
- Who is your intended audience?
- Is there any context or background that the Copy-editor should be aware of?
- Are you able to provide any reference material for the Copy-editor? If yes, what material(s) can you provide?
- Can you provide the Copy-editor with a style sheet or details of preferred fonts and spelling etc?
- Approximately how many words should the text be?
- When is your deadline?
- In what format would you like the completed work?
- Do you have any special instructions for the Copy-editor?