



DEFINITIONS OF SERVICES OFFERED

Copy editing. Editing for grammar, usage, spelling, punctuation and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; inserting head levels and approximate placement of art; editing tables, figures and lists; notifying the designer of any unusual production requirements.*

Fact checking/citation checking/reference checking. Checking accuracy of facts and quotes by reference to original sources used by author or to other reference sources.*

Project editing. Coordinating and editing a project from proposal or rough manuscript to final manuscript, incorporating input from authors, consultants or reviewers. May include budgeting, hiring, design supervision and production coordination.*

Proofreading. Checking proofs of formatted, edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet).*

Revising translations. Reading translated text against source text to ensure that tone, style and language are comparable, and that factual information remains the same in both versions.

Rewriting. Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by the author.*

Style guide development and maintenance. Developing a style sheet or guide by identifying the target audience of the client's publications or materials, consulting various resources and establishing stylistic preferences with the client; updating and maintaining the style guide every time new materials are edited or translated for the client.

Stylistic editing. Clarifying meaning, eliminating jargon, polishing language and other non-mechanical line-by-line editing.*

Substantive/structural editing. Clarifying or reorganizing a manuscript for content and structure.*

Translation. Capturing the tone, style and level of language of a source text and transforming it into a text that reads and sounds like it was written in the target language.

*Source: Editors' Association of Canada (EAC), Definitions of Editorial Skills, www.editors.ca/hiring/skills.htm.