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11	Levels of Copyediting

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	Light Copyediting	Medium Copyediting	Heavy Copyediting
Mechanical editing	Ensure consistency in all mechanical matters— Optional guideline: Allow deviations from ho	Ensure consistency in all mechanical matters—spelling, capitalization, punctuation, hyphenation, abbreviations, format of lists, etc. Optional guideline: Allow deviations from house style if the author consistently uses acceptable variants.	on, abbreviations, format of lists, etc. e variants.
Correlating	Check contents page against chapters; check n Check alphabetization of bibliography or refer	Check contents page against chapters; check numbering of footnotes or endnotes, tables, and figures. Check alphabetization of bibliography or reference list; read footnote, endnote, or in-text citations against bibliography or reference list.	igures. ions against bibliography or reference list.
Language	Correct all indisputable errors in grammar, syntax, and usage, but ignore any	Correct all errors in grammar, syntax, and usage. Point out or revise any infelicities.	Correct all errors and infelicities in grammar, syntax, and usage.
	Point out paragraphs that seem egregiously wordy or convoluted, but do not revise.	Point out any patches that seem wordy or convoluted, and supply suggested	Rewrite any wordy or convoluted patch.
	Ignore minor patches of wordiness,	revisions.	
	imprecise wording, and jargon. Ask for clarification of terms likely to be new to readers.	Ask for or supply definitions of terms likely to be new to readers.	Ask for or supply definitions of terms likely to be new to readers.
Content	Query factual inconsistencies and any statements that seem incorrect.	Query any facts that seem incorrect. Use desktop reference books to verify content.  Query faulty organization and gaps in logic.	Verify and revise any facts that are incorrect.  Query or fix faulty organization and gaps in logic.
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