

TABLE 1. Levels of Copyediting

	Light Copyediting	Medium Copyediting	Heavy Copyediting
Mechanical editing	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.		
Correlating parts	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.		
Language editing	Correct all indisputable errors in grammar, syntax, and usage, but ignore any locution that is not an outright error. Point out paragraphs that seem egregiously wordy or convoluted, but do not revise. Ignore minor patches of wordiness, imprecise wording, and jargon. Ask for clarification of terms likely to be new to readers.	Correct all errors in grammar, syntax, and usage. Point out or revise any infelicities. Point out any patches that seem wordy or convoluted, and supply suggested revisions. Ask for or supply definitions of terms likely to be new to readers.	Correct all errors and infelicities in grammar, syntax, and usage. Rewrite any wordy or convoluted patch. Ask for or supply definitions of terms likely to be new to readers.
Content editing	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.
Permissions	Note any text, tables, or illustrations that may require permission to reprint.		
Typencoding	Typecode all elements.		