



# Copyediting Checklist

## What is copyediting?

'Copy' is the text that needs to be edited. Traditionally, it follows developmental and line editing. Copyediting prepares the text for the design stage. Copyediting is usually carried out using Word's Track Changes. However, it is also possible to edit PDF documents or hard copy.

The final stage is proofreading. This where any lingering errors are identified and fixed.

## What does copyediting involve?

- Cleaning the document (e.g. removing unwanted formatting)
- Correcting errors or inconsistencies in spelling, punctuation, grammar and style
- Implementing consistency
- Improving clarity and readability
- Flagging potential copyright infringement and/or plagiarism
- Carrying out light fact-checking
- Marking up structural features
- Populating a style sheet and providing instructions for the typesetter

## Checklist

Housekeeping	
Save and rename a copy of the file	
F&R: two spaces → one space	
F&R: quote → curly quote	



# Copyediting Checklist

F& R: apostrophe → curly apostrophe	
F&R: en rule → em rule (or reverse)	
Remove unwanted manual formatting (indents, etc.)	
Apply required paragraph formatting (first paragraph flush, etc.)	
Check chapter sequencing	
<b>The copyedit</b>	
Switch on Track Changes	
Ensure proofing language is correct (British or American, for example)	
Set up style sheet and query sheet	
Check and fix spelling, punctuation and grammar	
Ensure consistent style (hyphenation, capitalisation etc.)	
Query inconsistencies and factual errors	
Query copyright issues	
Query problematic language	
In non-fiction, check URLs, phone numbers, email addresses, etc.	
Reword text that is convoluted or confusing (query)	
Break up overly long sentences (query)	
Reduce wordiness, redundancy and passive voice	
Spell out acronyms at first reference	



# Copyediting Checklist

Quality checks	
Are references correct?	
Are captions correctly formatted?	
Is numbering correct?	
Are bulleted lists formatted and punctuated accurately and consistently?	
Are entries in Table of Contents correct?	
Are page numbers correct (if not being typeset)?	
Are headers and footers consistently formatted?	
Is there consistent formatting of typeface/font and size?	
Are margins, justification and leading consistent?	
Is bibliography/reference list consistent with specified style?	
Are in-text citations consistent with style?	
Is there agreement between citations and reference list?	