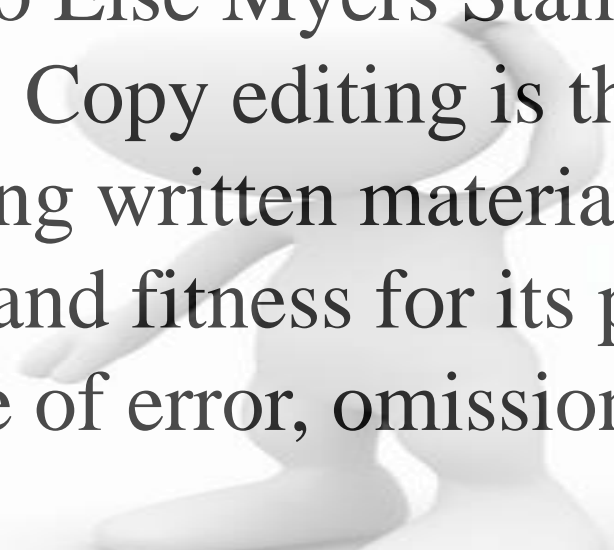
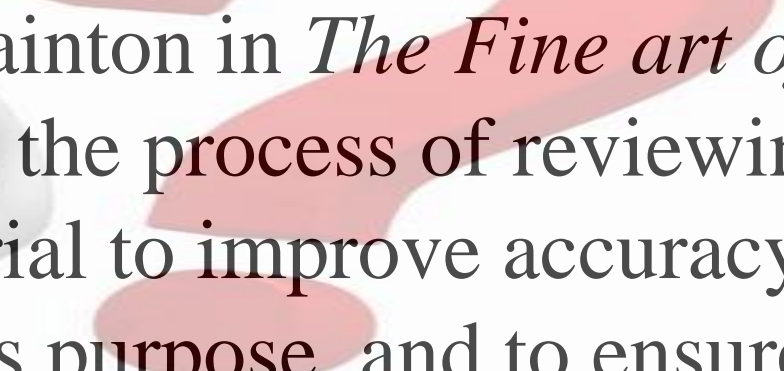





# What is copy-editing?

Role and Scope of copy-editor



According to Else Myers Stainton in *The Fine art of copyediting*, Copy editing is the process of reviewing and correcting written material to improve accuracy, readability, and fitness for its purpose, and to ensure that it is free of error, omission, inconsistency, and repetition.

# In simple language....

Copy-editing takes the raw material (the 'copy': anything from a novel to a web page) and makes it ready for publication as a book, article, website, broadcast, menu, flyer, game or even a tee-shirt.



# Aims of Copy editor



- ✓ to remove any **obstacles** between the reader and what the author wants to convey and to find solve any problems before the book goes to the typesetter, so that production can go ahead without interruption or unnecessary expense
- ✓to read for **sense, repetition** or **ambiguity**
- ✓to pick up **libel, errors of fact** or **misleading** or **potentially dangerous information**

# Various kinds of editing



- **Substantive editing**
- **Detailed editing for sense**
- 
- **Checking for consistency**
- **Clear presentation of the material for the typesetter**

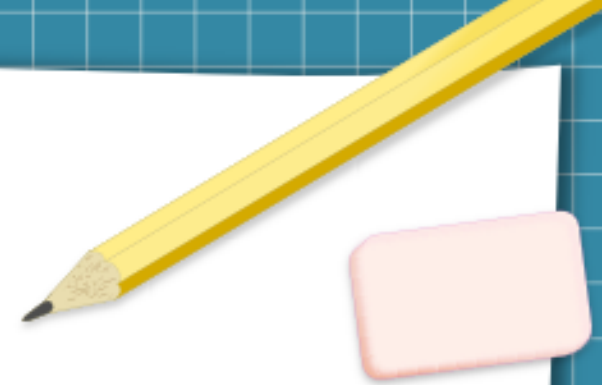


# Substantive editing



- aims to improve the **overall coverage** and **presentation** of a piece of writing
- content, scope, length, level, organization
- editor may suggest **improvements** for the author to make, or may rewrite and **rearrange** the material, suggest better illustrations
- look out for **legal problems** such as libel and plagiarism
- **quotations** or **illustrations** that may need permission from the copyright owner

# Detailed editing



- concerned with whether each section **expresses the author's meaning clearly**, without gaps and contradictions
  
- involves looking at each sentence:
  - (a) the author's choice of words
  - (b) the punctuation,
  - (c) the use of abbreviations,
  - (d) comparing the data in tables with the relevant text,

# Checking for consistency



- › **mechanical** but important task
- › involves checking such things as **spelling**
- › the use of **single** or **double quotes** either according to a house style or according to the author's own style
- › checking the **numbering of illustrations, tables and notes** or any **cross-references** to them
- › the **consistency of bibliographical references**



# Clear presentation of the material for the typesetter



- involves making sure that it is **complete** and that all the parts are clearly identified
- for example, the grade of each subheading, which pieces of text (such as long quotations) should be distinguished typographically from the main text, and where tables and illustrations should be placed
- **size** the illustrations, mark type sizes, and so on, although this is relatively uncommon.



# The Copy-editor's role

Copy-editors may be involved at three stages:

- A. After submitting it for publication
- B. Detailed reading
- C. Proof-stage



✓The typescript should be looked at **soon after** the book has been  
✓accepted for publication

✓to identify any **recurring faults of consistency, style or layout**

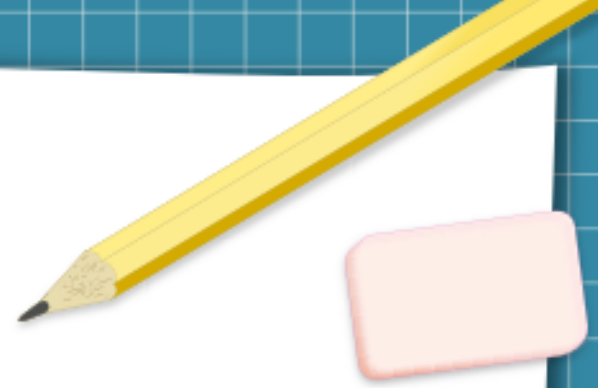
✓other general changes that the author should be asked to approve in  
advance

✓

✓**preliminary check** by copy-editor or an in-house project editor or  
editorial assistant.

✓the copy-editor briefs the designer and the production department on any  
complications to be taken into account in designing the book and planning  
its production do some mark-up and prepare a brief for specimen pages

# Detailed Reading

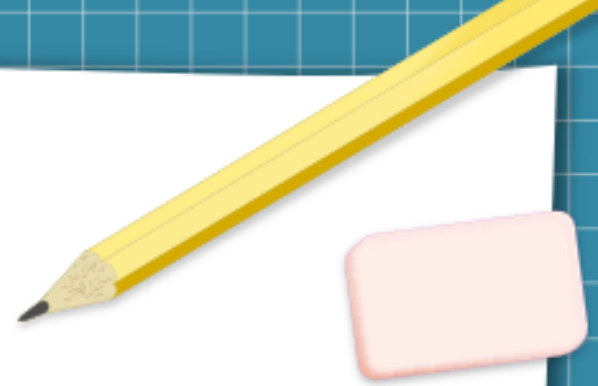


✓the copy-editor works through the **typescript** and **illustrations in detail**

✓Reading for **sense** and checking for **style** and **consistency**

✓Ensuring the author's intentions are **clearly conveyed** to the publisher and vice versa

# Proof-stage



- ✓the copy-editor may **read a proof** or **collate** the author's proof with the proofreader's
- ✓ensures that the author's amendments are **comprehensible** and **consistent** with the existing material
- ✓incorporated without great difficulty or expense
- ✓copy-editor ensures that any **additional material** is well organized and consistent
- ✓the **cost of corrections** is allocated fairly between author, typesetter and publisher through the use of

# Contemporary copy-editor




•Teresa Schmedding

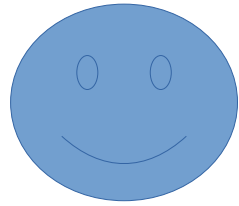
•- president of the American Copy Editors Society (ACES)

•- deputy managing editor at the Daily Herald in Chicago

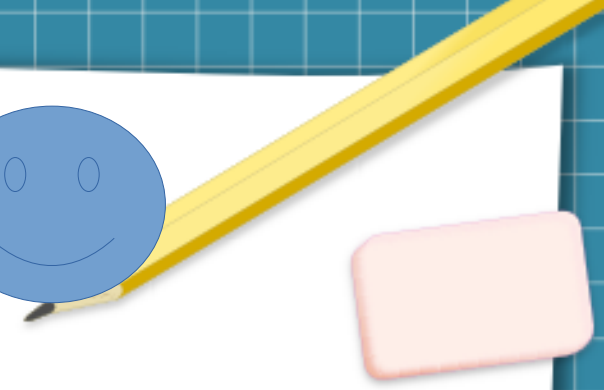
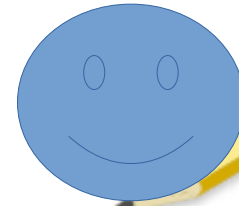
•copyeditors are "a natural fit" for digital journalism and social media because though publishing has been made available to almost anyone, quality and credibility is brought to content only by copy editors.







## New challenges



- consider multimedia aspects of the story
- Digital journalism
  - - editing on the Web
  - - search engine optimization,
  - - understanding HyperText Markup Language, Cascading Style Sheets, and RSS feeds
- knowledge of and the ability to operate software such as Adobe Illustrator for generating graphics or Adobe Dreamweaver for designing web pages.

Thank you....

