

SELECT Copyediting Operations

	Compilation error. Pages are numbered consecutively, and all parts of the manuscript are present and in the right order.
	Inconsistencies in titles, chapter titles and part titles
	Captions match the illustrations
	Spelling of authors' names is consistent
	Nonstandard style in captions, tables of contents and illustrations
	Errors or factual inconsistencies. No fact checking, but will query if something looks wrong.
	Inconsistencies in heading, list, extract, citation, permissions, or caption style.
	Gaps. In cross-references; missing names and elements, esp. in biblios or notes.
	Typos
	Mistakes in grammar and punctuation
	Mixed metaphors
	Capitalization and hyphenation errors
	Typographical errors (fonts, type style or size)
	Nonstandard usage (<i>which/that; different from; among/between etc.,...</i>)
	Poorly constructed sentences or paragraphs
	Repetitions of words, phrases, sections
	Excessive emphasis—too much italicization, boldface, capitalization
	Notes. Endnotes are bundled at the end of book before the bibliography in the case of single-author books, at the end of each essay in multiauthor books. Footnotes are printed out separately. Note numbers are real numbers, full size, and on line, with period and space following.
	Multiauthor books and anthologies: (editors' preface, intros, notes; any scholarly apparatus such as endnotes, credits, bibliography, appendices, etc.; the essays or selections themselves) are clearly differentiated.
	Text elements such as heads, epigraphs, extracts, etc., are consistent.
	Part numbers are roman: part I, II, III, etc
	Chapter numbers are arabic: chapter 1, 2, 3, etc.
	Parts of the book (front matter, back matter) are in the order and style laid out in style manual
	Style sheet. The copy editor will create a style sheet listing all typemarking codes, unusual spellings, capitalizations or italicizations, abbreviations, date and number style, punctuation style, and anything else she or he needed to keep track of throughout the MS