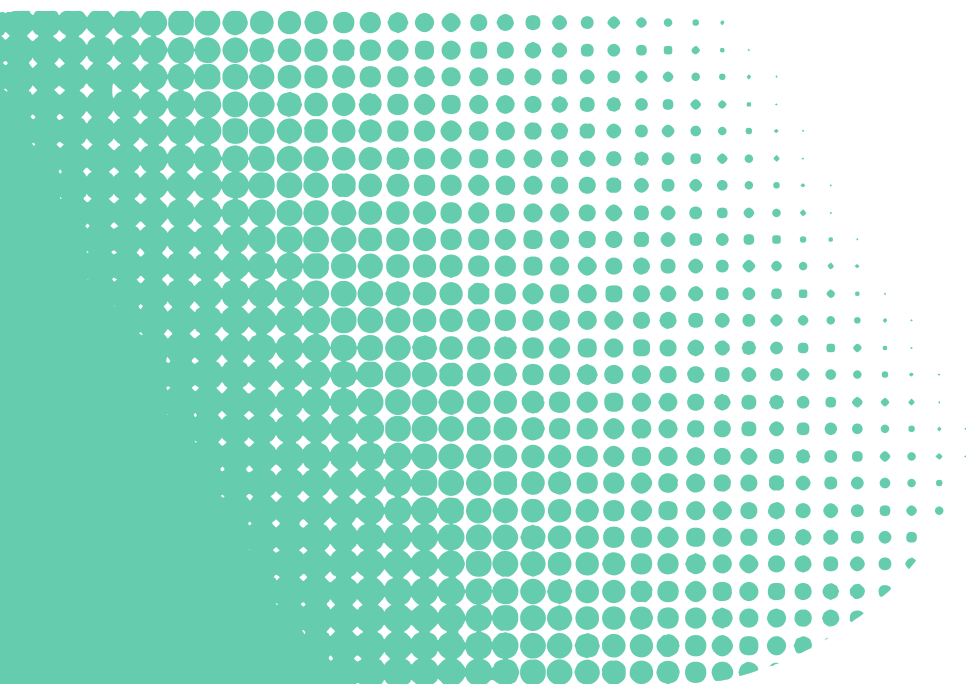




# **Copy Editing & Editing Checklist**

**August 2024**



## Copy Editing & Editing

Copy Editing or Editing is the process of fine-tuning or revising text to improve readability and ensure it is clear, free-flowing and does not contain mistakes. It encompasses simple corrections, line-by-line stylistic editing, and substantial remedial work on literary style and clarity, depending on what is required.

Copy Editing and Editing involve skill, and we are proud to work with a team of professional and highly experienced Copy Editors who will ensure that your text is ideally suited to your requirements.

*We refer you to our terms and conditions of business; please ask us if you need a copy.*

Here are some questions to ask and things to remember when contacting us about your translation project.

- Which language(s) do you require our copy editing and editing service?
- What is the subject matter of the text?
- What are your key messages?
- Who is your intended audience?
- Is there any context or background that the copy editor should be aware of?
- Are you able to provide any reference material for the copy editor?
  - If yes, what material(s) can you provide?
- Can you provide the copy editor with a style sheet or details of preferred fonts, spelling, etc.?

Approximately how many words should the text be?

- When is your deadline?
- In what format would you like the completed work?
- Do you have any special instructions for the copy editor?