

Description of Copy Editing Services

Bernhardt Editing Services Inc

Bernhardt Editing Services offers three levels of copy editing: light, medium, and heavy. The descriptions shown below are meant as guidelines to help clients define their needs.

Light Copy Editing

A light copy edit may include:

Correcting/making suggestions about:

- Grammar, spelling, and punctuation
- Sequence and placement of display elements (e.g., figures, tables, charts, sidebars, pull quotes)
- Sequence and format of lists (e.g., table of contents, appendices, references, endnotes/footnotes)
- Placement, format, and resolution of illustrations, photos, logos

Maintaining consistency of:

- Industry terminology, names, numbers
- Formatting
- Headlines and captions
- Page headers and footers

Checking:

- Pagination
- Spacing between words and paragraphs
- Hyperlinks

Medium Copy Editing

A medium copy edit may include:

- All the elements of a light copy edit
- Tightening content for clarity and readability
- Creating transitions between sentences, paragraphs, sections
- Querying ambiguities and inconsistencies
- Creating parallel structure (e.g., lists, headings)
- Suggesting deletions

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Heavy Copy Editing

A heavy copy edit may include:

- All the elements of a medium copy edit
- Fact checking (e.g., industry terminology, names, references, citations)
- Evaluating appropriateness for the audience
- Correcting ambiguities and inconsistencies
- Researching
- Assuring consistency of voice and message
- Checking and/or creating indices
- Suggesting places for additional material
- Improving overall structure (e.g., reorganization, deletions)

Note: Unless requested, our copy editing services do not include verifying accuracy of the following:

- Acknowledgments (e.g., names, affiliations, dates)
- Copyrights
- Footnotes (e.g., quoted material)
- Permissions (e.g., quoted material, photos)
- Subject matter