

Guide to Levels of Edit*

	Light Copyediting	Medium Copyediting	Heavy Copyediting
Mechanical Editing	Ensure that capitalization, punctuation, hyphenation, abbreviations, notes, etc., are consistent and follow an editorial style.	Ensure that capitalization, punctuation, hyphenation, abbreviations, notes, etc., are consistent and follow an editorial style.	Ensure that capitalization, punctuation, hyphenation, abbreviations, notes, etc., are consistent and follow an editorial style.
Correlating Parts	Verify cross references; cross check elements such as footnotes, endnotes, illustrations, tables; read TOC, etc., against manuscript.	Verify cross references; cross check elements such as footnotes, endnotes, illustrations, tables; read TOC, etc., against manuscript.	Verify cross references; cross check elements such as footnotes, endnotes, illustrations, tables; read TOC, etc., against manuscript.
Language Editing	Correct unquestionable errors in grammar, syntax, usage, and diction. Ignore awkward phrasing/jargon/figures of speech. Query wordy sections or terms new to readers.	Correct unquestionable errors in grammar, syntax, usage, and diction. Query awkward phrasing/jargon/figures of speech. Query wordy sections and suggest rephrasing; supply definitions for terms new to readers.	Correct unquestionable errors in grammar, syntax, usage, and diction. Eliminate awkward phrasing/jargon/figures of speech. Rewrite wordy sections; supply definitions for terms new to readers.
Content Editing	Query facts that may be incorrect.	Query facts that may be incorrect. Query organizational issues.	Query and correct facts that are incorrect. Query and correct organizational issues. Suggest and sometimes implement additions and deletions.
Permissions	Point out elements that may require permission to reprint.	Point out elements that may require permission to reprint.	Point out elements that may require permission to reprint.
Typecoding		Typecode, or mark parts of manuscript (such as chapter titles) that are not running text.	Typecode, or mark parts of manuscript (such as chapter titles) that are not running text.

*Adapted from Amy Einsohn, *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*, 3rd ed. (Berkeley: University of California Press, 2011), 4–12.