Ask the editor

- What is Substantive Editing
- What is Proofreading?
- What is Copy Editing?
- What is Developmental Editing?

What is Substantive Editing

The substantive editor proofreads and copy edits and also makes minor changes and/or recommends deletions, rearrangements, rewording and rephrasing to eliminate potential confusion, wordiness, triteness and inappropriate or confusing jargon or made-up words.

The substantive editor points out gaps and contradictions in info and issues inadvertently raised but not addressed by the author.

The substantive editor polishes the prose, suggests clearer phrasing, smoother, better flow of ideas.

What is Proofreading?

Proofreading corrects grammatical errors only.
Proofreading is a check for spelling, typos, incorrect grammar, incorrect punctuation, word usage errors, verb disagreement. In fact, proofreading would include any error you might see included in proofreaders marks.

PROOFREADERS' MARKS

Symbol	Meaning	Example
ℒ or ℐ or ℐ	delete	take it out
℃	close up	print as o ne word
ℬ	delete and close up	clo se up
∧ or > or ⋏	caret	insert here (something)
#	insert a space	put one here
eq#	space evenly	space evenly where indicated
stet	let stand	let marked text stand as set
tr	transpose	change order the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	too far to the right
]	set farther to the right	too far to the left
⌢	set as ligature (such as)	encyclopædia
⇌	align horizontally	alignment
‖	align vertically	align with surrounding text
x	broken character	imperfect
◻	indent or insert em quad space	
¶	begin a new paragraph	
SP	spell out	set 5 lbs. as five pounds

cap	set in CAPITALS	set nato as NATO
sm cap or s.c.	set in SMALL CAPITALS	set signal as SIGNAL
lc	set in lowercase	set South as south
ital	set in italic	set oeuvre as oeuvre
rom	set in roman	set mensch as mensch
bf	set in boldface	set important as important
= or -/ or ... or /H/	hyphen	multi-colored
en or /N/	en dash	1965–72
em or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	as in πr^2
∧	subscript or inferior	as in $H_2 0$
⌄ or ⌄	centered	for a centered dot in $p \cdot q$

What is Copy Editing?

Copy editing includes proofreading.

Copy editing also looks at formatting, especially formatting consistency, (Ttitles, subsection titles, type face and type style (italic, bold), and parallel construction in lists and headings should be consistent.)

Copy editing includes fact-checking for common information, although in some cases where intensive research is involved, a copy editor may be hired with a dedicated purpose to only check facts and cross-check references.

Copy editors certify the manuscript follows the house style guide, whether it is AMA, APA, AP, Chicago or their own.

The copy editor does **not** substantively change content.

What is Developmental Editing?

The developmental editor works with the author from the start.

A developmental editor helps the author refine raw material or early draft stage to help develop the manuscript.

The developmental editor helps advise organization of material and format, perhaps proposing supplemental material, including appendices, graphics, photos, tables, charts or figures.

The developmental editor suggests revisions and rewrites but usually leaves the copyediting and proofreading to the copyeditors and proofreaders. In fact, the developmental editor may provide the rest of the editing team a list of points that need to be addressed.