



Writing Help KC Editing Levels

Below are Writing Help KC's definitions of editing levels and their components. Email writinghelpkc@gmail.com for a sample edit to determine the level you need.

DEVELOPMENTAL EDITING

This phase of editing involves examining the overall organization and content of a manuscript. It is sometimes called structural or content editing. The editor checks to see that the text flows well, is consistent, and is not in need of any major rewrites. Below are the specific components covered in developmental editing.

- Overall structure, including titles/headings and order of sections/chapters
- Areas that may need to be rewritten
- Clarity of language, especially for intended audience
- Word choice, including avoiding awkward phrasing or jargon
- Reducing repetition and redundancies
- Consistency in style, voice, and messaging
- Review style and organization of references, as appropriate

COPY EDITING

This phase of editing involves a closer look at sentence structure and errors, and it is sometimes called line editing. In this phase, the editor ensures the clarity, consistency, and accuracy of the text. It does NOT include heavy rewriting. Below are the specific components covered in copy editing.

- Grammar and spelling
- Punctuation
- Capitalization
- Hyphenation or forming compound words/phrases
- Consistency and clarity of abbreviations
- Dialogue or thought formatting and punctuation
- Review formatting of references, as appropriate
- Adherence to a style guide, such as MLA, APA, or Chicago

PROOFREADING

Copy editing addresses the areas that most people envision when they think of "proofreading." In reality, proofreading is a final check performed after the layout is complete but prior to publication. The goal is to minimize the number of minor errors that are printed.