How to Copy Edit

Copy editing is the process of revising or editing a document to ensure consistency, grammatical correctness and clarity.

1. Agree on the scope of the work.
Clearly define what your services will and won't cover.

2. Gather all relevant information.
The purpose of the document, the target audience, the style requirements, etc.

3. Read through the document.
Familiarise yourself with the flow of information, the structure and the author's voice.

4. Work through each paragraph and edit for errors.
Edit sentence by sentence for punctuation and syntax errors.

5. Revise each paragraph in its entirety.
Once the document is technically correct, start improving it.

6. Read the entire document again.
Step back and reassess the document from a distance.

7. Edit for formatting.
Formatting includes references, menus, lists, headings, margins and page layout.

8. Proofread it.
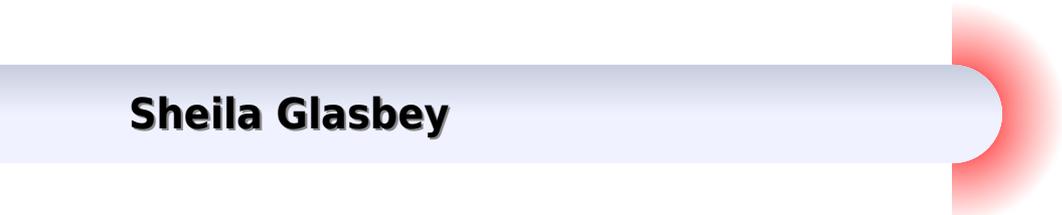Typos or accidental word inserts can easily creep in.

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Table of Contents Copy Editing

1. Understanding the eBook Copy Editing
    - The Rise of Digital Reading Copy Editing
    - Advantages of eBooks Over Traditional Books
2. Identifying Copy Editing
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Copy Editing
    - User-Friendly Interface
4. Exploring eBook Recommendations from Copy Editing
    - Personalized Recommendations
    - Copy Editing User Reviews and Ratings
    - Copy Editing and Bestseller Lists
5. Accessing Copy Editing Free and Paid eBooks
    - Copy Editing Public Domain eBooks
    - Copy Editing eBook Subscription Services
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