

## Tiffany's 3 Levels of Editing

I work in a variety of language, communication, messaging and publishing activities, including copy writing, script writing, copy editing, proof-reading and search engine optimisation. As part of this work, I provide all of the following services:

### Proof-reading (Level I):

Checking proofs or final formatted and edited material for minor errors in copy (like spelling mistakes or deviations from a client-supplied style sheet), using tracked changes; may include comparing the document with earlier versions to ensure corrections have been made, checking the accuracy of heads, and flagging problems with numbering or spacing.

### Copy editing (Level II):

Clarifying meaning; eliminating unnecessary jargon; polishing language by editing for grammar, usage, spelling, punctuation and other mechanics of style; and checking for consistency of mechanics and internal consistency of facts. **Note:** This excludes inserting heads and placing graphics; editing tables, figures, and lists; and ensuring that references are correctly cited. (I don't handle references or source lists.)

### Substantive editing:

Editing a document for 'global' issues – clarifying or re-organising for sense, content, structure, style, length and level; may involve copy editing, re-writing and negotiating changes. Please request this kind of editing, if you need it, before I quote you.

### Re-writing (Level III):

Creating a new document or parts of a document (typically based on content and research that is supplied by the author, company or client); may include adding original material to a draft, deleting material, re-organising material, collaborating with other contractors, or producing a new draft. In some cases, this qualifies as copywriting – with extra charges.

**It's a good idea to decide beforehand which level of editing you'd like - or to show me writing samples - so that I accurately advise you on which level of editing is most appropriate.**

Many thanks.

Tiffany Markman

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