Editing and proofreading manuscripts

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This document is one of a suite of Geological Survey of Western Australia (GSWA) style guides used for the preparation of manuscripts, maps and data packages. This document outlines the editing and proofreading process, and provides tips mainly for geoscience editors but authors may also find parts of the document useful.

For queries, contact Manager, E&P.

Editing the manuscript

What is editing?

After the author has completed the manuscript and submitted it to E&P, all work on it is categorized as editing. It may be rewriting, restructuring, checking of facts, stylistic improvements, ensuring consistency, correcting spelling or punctuation, or addressing copyright issues.

There are different levels of editing:

Copy editing — where grammar, spelling, inconsistencies, capitalization and other stylistic issues are corrected. This is sometimes called a 'light' edit.

Structural or substantive editing — the way the document is structured can be altered, parts moved around, a sequence placed differently, material added or deleted, or parts rewritten — all in consultation with the author.

Editing is when the geoscience editor:

• has not seen the work before

• reads the text closely and carefully

• marks up the electronic copy using the track changes function.

Why does a document need editing?

A document needs editing to help the reader understand, to save the author embarrassing errors, to make mark-up clear for the desktop publisher (DTP) and designer, and to keep the style consistent (especially if several authors are involved).

What makes a good editor?

A good editor should be methodical and systematic, organized, persistent, consistent, a close reader, pay attention to detail, question ambiguities and possible inaccuracies, question material that might be defamatory, and check that required permission to use any quotations, other excerpts, or graphics has been granted and acknowledged correctly.

Editing using track changes (electronic or onscreen editing)

Electronic editing is when the editor edits on screen using the MS Word track changes feature that tracks the amendments and provides an edit trail for review. The editor has the option of printing a copy of the manuscript showing every amendment, only substantive changes, or only the revised version. Decisions regarding this 'paper trail' are generally made between the author and editor: some authors want to see every change; others prefer clean, flowing copy.

Benefits of electronic editing

The major advantage of editing on screen is that alterations can be seen and approved before any typesetting costs and time are incurred. Other benefits are:

- Early review of the file by editor and author reduces the need for subsequent proofreading and correcting.

- Editors can work remotely and electronically submit files for production (editorial panel).

- Editors can use MS Word features to help in the editing process, e.g. spelling and grammar checks, search and replace.

When editors edit electronically, they complete their task by reviewing the author's work, resolving queries and finalizing amendments. Once the document has been agreed as final, the author should not be sent the file again as more amendments will incur further editing time and repetitive work.

Tips for editing onscreen

The following tips may be helpful when doing an onscreen edit of the manuscript.

1. Keep the author's original version.

2. Make a copy and give it a version number.

3. Always work in the appropriate project area.

4. Enable the Auto Save function to save regularly (e.g. every 10 minutes).

5. Don't over-edit because it is easy to change text on screen. Stick to necessary editing.

6. Maintain a style sheet with conventions particular to the manuscript.

7. Remember the 'Undo' function (Ctrl Z).

8. Remove double spaces (use search and replace).

9. Have only one space after full stops.

10. Use 'smart quotes'(or curly quotes): Tools — AutoCorrect — AutoFormat — Replace 'straight quotes' with 'smart quotes'.

11. Fix hyphens (use en or em dashes where appropriate).

12. Use MS Word styles.

13. Use the 'spell check' function.

14. Be very confident when doing global 'search and replace' or you could spend a lot of time undoing your own mistakes. Use interactive option prompts for replacement.

15. To show the relative importance of different levels of headings and identifying matter to be displayed in a different way (e.g. long quotations), use the style sheet feature on MS Word.

16. Take a break at least every 50 minutes. Stretch and refocus or use anti-glare screens.

17. Use the Insert — Comment dropdown for queries or comments.

18. If editors do not wish to see their editing marks, they can use the Final – Show markup option.

19. When printing the edited version, File — Print — Option — tick 'Include with document' Comments box if desired.

Editing graphic elements

When editing figures, line graphs, bar charts, maps in a text or other graphic elements, the main thing to look for is consistency across all images. Many graphics are prepared at different times or for different publications so it is important to edit them all together with an eye for detail. The following list highlights some important issues:

1. The image should have a caption.

2. Similar figures and charts should be of equivalent size if they are shown on the page together.

3. Line width should be consistent.

4. Borders should be consistent.

5. Ticks for latitude and longitude should be consistent (and there should be at least two of each).

6. Latitude and longitude points should not obscure text or coastline.

7. Numbers for latitude and longitude do not necessarily have to appear on both sides of the image.

8. Projected coordinates (Eastings and Northings) should be used only within a single map, and that map should be identified.

9. Colour of text should be consistent.

10. On line graphs, the width of lines representing the same class of data should be the same; the width and style of representative trend lines may be different.

11. On bar charts, bars should be the same width.

12. Orientation of text should be the same.

13. Style should be consistent and match house style, e.g. 2017–18 not 2017–2018.

14. Use of en dashes and all other points of GSWA style should be applied to text in the graphic as well as in captions or table headings.

15. Note that rules (lines/axes) do not cross over or extend inappropriately.

16. Percentage shading should be consistent.

17. Colour should be appropriate.

18. Use of upper and lower case should follow usual style guidelines.

19. Images of maps should be contained in a box with consistent rule weights, a legend, a scale, and normally a north point.

20. Legends are not labelled 'Legend'.

21. Check spelling and all style points very carefully on the face of the image.

22. Scale should be the same line width and in the same position on each image.

23. As with text in publications, question any discrepancies and inconsistencies.

24. Legend text should be consistent in size, colour, spacing and style.

25. Symbols in legend should match those on the face of the image in terms of size, colour and shape. For figures extracted from plates, or plates based on Geological Series maps, symbols and representation of geological units should be consistent with the plate or geological map.

What is the difference between editing and proofreading?

Editing and proofreading are two very different functions that happen at very different stages of the production process. **Editing** is the first stage where the editor works with text, making amendments, working with the author to smooth out any queries and correct issues. **Proofreading** happens at the almost-final stage when the designed page proofs are checked to be as correct as they can be, with minimal corrections.

The editor is also usually the proofreader, but it is good practice to have a different editor do the proofreading on a project. This ensures consistency across editors. This is dependent on deadlines and work allocation.

Proofreading the manuscript

What is proofreading?

Proofreading happens after the edit and layout is completed. The page proofs (laid-out pages) are checked mainly for design and layout issues, and position of text and graphics. The object of providing laid-out pages is to show that the text has been correctly set and designed — **it is not an opportunity to change original intentions**. Alterations can be expensive and time wasting. If one or two letters or words need to be amended, be aware of the consequences to the text. Make sure that the paging will not be affected. Sometimes, if a word or a line goes onto the next page, it can move the entire text down, and affect the layout of diagrams and title headings. The contents page is then affected, necessitating the change of all page numbers. Hence, it is important to identify all major amendments at the editing stage, and for authors and editors to pick up only minor layout issues at the proofreading stage.

The proofreader:

1. checks the page proofs to see that the corrections to the original edit have been done

2. checks that all the editor's instructions for headings, pull-out quotes, long quotations, and any other elements of design have been incorporated as requested

3. does the mark-up OUTSIDE the text in the margins using the standard proofreading symbols on hardcopy (although contract editors sometimes mark up PDFs)

4. pays close attention to the text but (ideally) should not see any new errors in the text.

How to make corrections

The DTP works line by line when correcting, working down the margins of the pages. Therefore, you should make your corrections in the margin nearest the mistake and level with it, not in the lines of type. If more than one mistake occurs in a line, the marginal corrections should be written from left to right in the same order as the mistakes occur in the line. Editors should use a red felt-tipped pen to mark up text or mark up the PDF using comments.

Proofreading symbols

In order to avoid too much writing on the laid out pages, editors use symbols to convey the meaning of an edit and their intentions for the DTP. These symbols are used as a guide to help make corrections as clear as possible. Editors should learn these symbols as they will be using them often. You may like to study the proofreading symbols in the interests of a streamlined production process. It would be useful if authors and anyone working with manuscript production have a fair knowledge of these symbols.

Reading proofs against copy

The first edit is done on screen. After the first layout and when editors receive the printed page proofs, they should have a copy (onscreen or hardcopy) of the original edited manuscript alongside to compare the original text to the final layout.

Corrections to layout need to be marked up on the laid out copy (page proof).

Editors may also have special instructions for tables, graphics, and headings so proofreaders may need to refer to the original manuscript.

Useful points to consider when proofreading

1. Have the edited manuscript in view. If you are checking subsequent corrections on hardcopy, have the previous version on the left and the current version (to be marked up) on the right.

2. Mentally divide the line you are reading roughly down the middle; mark corrections to the left half of the line in the left margin, and corrections to the right half of the line in the right margin.

3. Read every word, and every letter in a name or difficult word. Keep in mind that proofreading is a totally different skill from reading for pleasure or skimming rapidly for information.

4. Check that corrections have been incorporated accurately. Check that nothing has been left out or added. Look particularly at punctuation, names, numbers and technical terms to check that they are correct.

Guidelines for proofreading (text and graphics)

When proofreaders receive the page proofs for an edited manuscript, they need to note a number of issues. See Proofreading checklist. This document should be printed out and items ticked off as editors are proofreading the manuscript.

Please note the following:

1. Do not write questions or suggestions on pages.

2. Do not write question marks on pages.

3. Mark up in red.

4. Please circle instructions that are not to be set in the text.

Style sheet

Editors generate a style sheet for every project to keep a list of consistent spelling of words, phrases, numbering and capitalization appropriate for that project. The style sheet should be attached to the manuscript and placed in the project folder which is then passed to all participants in the production process.

Production workflow

The stages and responsibilities of the production process are documented below.

SUBMISSION AND APPROVAL

Manuscript proposal to Manager, E&P — **1**

Text written and figures compiled — **1**

Project Manager review — **3** — N

Y

PEER REVIEW

Peer review — **4**

Author amendments where necessary — **1**

Project Manager approval — **3** — N

Y

Chief Geoscientist approval — **5** — N

Y

Manager E&P notified — **5**

(A)

1	Author
2	Manager, E&P
3	Project Manager
4	Peer Reviewer
5	Chief Geoscientist
6	Manager, Graphics
7	Geoscience Editor
8	DTP
9	Director
10	Executive Director

RBO6

ELECTRONIC EDITING

(A)

Assign editors — **2**

Setup manuscript folders — **2**

Figures and illustrations placed in folder — **6**

Electronic documents placed in folder — **2**

Copy document as Version 2 — edit text (using track changes) — **7**

Edit figures — **7**

Editor provides Author document and figures — **7**

Consult and agree on changes — **1/7** — N

Y

Amendments to Version 2 document (accept/reject track changes) — **7**

Create PDF archive copy — **7**

(B)

LAYOUT

(B)

Place Version 2 in folder for DTP and notify DTP — **7**

Layout and figure placement by DTP (create Layout Version 1) — **8**

Provide Layout Version 1 to Editor for proofing — **8**

Provide Layout Version 1 to Author for proofing — **8**

Incorporate corrections from both copies onto electronic copy — **8**

PROOF READING

Editor proof reads final copy — **7** — N

Y

APPROVAL and RELEASE

Final Version including cover to Author for sign off — **7** — N

Y

Director approval — **9** — N

Y

Executive Director approval — **10** — N

Y

Release document, place final version PDF in Product Archive and upload to GeoDocs — **7**

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These are the abbreviations for roles:

CGS	Chief Geoscientist
PM	Project Manager
PR	Peer Reviewer
EPM	Editing and Publishing Manager
DTP	Desktop Publisher
GM	Graphics Manager
OC	Online Coordinator

Submission to approval

1. Project is proposed and approved.

2. Text is written and figures compiled by author.

3. PM reviews.

4. Peer review is undertaken; amendments are completed, then PM and CGS approve.

5. EPM receives notification to check manuscript (with file location).

6. EPM sets up a project folder containing subfolders called 'Author originals', 'Edited docs', 'Cover', 'Figures', and 'DTP' in the Publications working area of the V drive. Notifies GM for later placement of figures.

7. Figures are completed by GM and placed in the 'Figures' folder.

8. GM sends email to EPM when the figures have been completed and placed in the folder.

9. EPM copies all electronic documents onto the Publications working area.

10. EPM allocates editor to the project (with the file location of the documents).

11. Editor copies the author's original documents into the 'Edited docs' folder (created by EPM) as 'Version 2' and edits the text on screen using MS Word track changes feature.

Onscreen editing

12. Editor edits the MS onscreen but may also partially edit on the hardcopy incorporating the corrections on screen.

13. Editor edits the figures (generally by marking up the hardcopy but contract editors sometimes mark up the PDF).

14. Editor places Word document of the marked up text in 'PUBLICATIONS' in the From Transfer folder and sends the author an email with a brief about requirements and process. Graphics are passed to the author in hardcopy with amendments marked up.

15. Editor stores the edited version of the manuscript until finalization of the project.

16. Authors should not globally accept the amendments, but should make their changes using track changes and any resolution of queries in comment balloons. This is so the editor can see what the author has done and does not have to re-read the manuscript for any new errors. Author saves a new document and adds author initials to the new file name.

17. Author places marked up document into the 'PUBLICATIONS' Transfer folder. Hardcopy graphics are passed to the editor with any queries resolved and marked up.

18. Editor passes the graphics to GM for correction. GM corrects the graphics and places the corrected figures in the folder on V drive, overwriting the previous versions.

19. Editor is notified that corrections have been made.

20. Editor accepts changes or makes amendments on the electronic document according to author's responses.

Layout

1. Editor places final versions of all documents (including the Figures, Tables and Appendices folders [if applicable]) in a folder called 'DTP'.

2. Editor sends email brief to DTP (with the location of the final edited versions, figures and any other documents) advising that the project is ready for layout.

3. DTP does layout and figure placement.

Proofreading

1. DTP notifies the editor that the layout is complete. Editor copies the material into the From PUBLICATIONS transfer folder and advises the author that it is ready for proofreading.

2. Author copies marked up version in PUBLICATIONS folder. Editor (possibly second editor does peer proofread) proofreads the MS and incorporates both sets of corrections onto the hardcopy or PDF.

3. DTP incorporates all corrections onto electronic version; gives editor next version to do final proofread.

4. Editor proofreads final copy ensuring that all corrections have been incorporated.

5. Editor copies final into PUBLICATIONS folder and asks author to approve.

6. Author, Director and Executive Director approve.

7. Product is released.

8. Post-production process commences.

9. All Pubstats K2 tasks are released.

If you have further questions, please contact Manager, E&P.