

Types of Editing

Although there are several types of editing. I've narrowed editing scope to two types for client consideration:

	Copyediting	Substantive Editing
1. Depth of changes	Light	Light to major
2. Writing style/content	No change, everything works with intended audience (including slang)	Major change, sentence and paragraph structural changes
3. Flow, connections	No change, the flow is as intended	Yes, especially when content doesn't support the overall theme or is not logically organized
4. Grammar ¹	Yes	Yes, especially run-on sentences and grammar that isn't correct
5. Typographical ²	Yes	Yes

¹ Capitalization, typos, spelling, abbreviations, incorrect use of ellipses vs em-dashes, overuse of punctuation (like exclamation points), and anything that gets in the way of AP or Chicago style guides.

² Font family, bold, italic, and other presentation characteristics. The overall idea is to keep excessive use of bold and italic text to a minimum.