

COVENSTEAD PRESS

TYPES OF EDITORIAL ASSIGNMENTS

Proofing:

A proof is a manuscript that has *already* been screened for content by an editor. Your job as a copyproofreader is to provide support to the editorial staff by pointing out typos, punctuation issues and other *technical* problems that a content editor and an author may've missed.

If you cannot be objective regarding a proof, and do not think you can read a proof without making content edits, you must not take a proofing assignment, EVER.

To accomplish a proofing assignment easily, print out a proofing sheet, and fill it in as you read. Type up your proof sheet and submit it to the email on file for that proof. Please do so within the specified time frame, or it will not count as sweat equity. If there is a significant content problem, forward it to editor@covensteadpress.com unless the proof sheet states otherwise.

Pay attention to things like the language on the details of the proof sheet; don't correct British English to American English if the author is from the UK!

Content Editing:

A content editor is chosen by the author of a book and interfaces with the author directly. A content editor may fix any proof-type errors (misspellings, punctuation) without marking up a raw file (a raw file is the actual word processing document an author generates) but any content changes must be in the form of notes beneath the problem statement. The problem should be highlighted or changed to different color text, and the comment should immediately follow the problem area in some form of [braces] or {brackets.}

A content editor must *never, ever, ever* change the words of a text, even if they see a sentence which clearly out of order is. [fix: sentence which is clearly out of order.]

In addition, a content editor must *never, ever, ever*, change one bit of punctuation from a direct quotation. They should be treated identically to misplaced text, with a bracketed note reading something along the lines of ["Witch-Colt? Are you sure it's not Witch-Cult?"]

Technical (Lay-Out) Editing:

The Lay-out editor makes sure that a content edited manuscript meets Covenstead's standards for publication (margins, page layout, cover). Most of the time, the CEO does this.

Formal Editing:

If an author feels a manuscript needs a lot of editorial, s/he may choose to have a person do a formal edit. A formal edit includes proofing, content editing and additional material. A formal editor is acknowledged on the cover and gets a 1-10% Royalty share.