

## **EDITING POLICY**

*Editor: Paul Cales*

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In order to establish clear guidelines for the editing process regarding the proposed document, the Editor has created this Editing Policy to serve as a bridge between the Author and the Editor as to the requirements and expectations of both parties.

### **EDITING OBJECTIVE**

It is the responsibility of the Editor to ensure that the edited document employs correct grammar and spelling, follows good writing standards, has a logical progression of information, and meets the expectations and needs of both the Author and the end-user. The Editor will defer to the Author's judgment regarding editing but will not hesitate to provide suggestions for improved clarity or readability.

### **STANDARDS AND GUIDELINES**

The Editor has experience with certain established standards for writing and will adhere to those guidelines in the editing process. The use of standards and style guides outside of the Editor's noted experience may be negotiated.

- *The Chicago Manual of Style*
- *The MLA Style Guide*

### **EDITABLE MATERIALS**

The Editor will accept a wide range of materials for editing but reserves the right to decline any materials which fall outside of these guidelines.

- Online Information
  - Hypertext documents
  - Help text
  - Messages
- Speeches
  - First transcriptions
  - Second transcription
- Books \*
- Manuals \*
- Instructions \*
- Procedures \*
- Brochures (tri-fold, bi-fold, fold-out, etc.) \*
- \* (*applicable to all above-noted materials*)
  - Outlines
  - First drafts
  - Second drafts
  - Pre-camera ready drafts

## **SCHEDULING AND PRIORITIZATION**

The Editor will attempt to be flexible and accommodating to the schedule of the Author, yet clear priorities and deadlines must be set and respected for all aspects of the project.

- New information and major revisions
  - Outline                      Provided before first meeting
  - First draft                  Provided two weeks after return of edited outline
  - Second draft                Provided three weeks after return of edited first draft
  - Final draft                  Provided before preparation of camera-ready copy
  - Post-press                   Provided after publication but prior to distribution
  
- Revised information with minimal changes
  - Draft                         Provided two weeks after first meeting
  - Final draft                  Provided before preparation of camera-ready copy

## **TIME NEEDED**

Estimating the time necessary for the editing process will depend on certain factors regarding the Author, the Editor, and the nature of the proposed documents.

- The experience of the Author
- The type and specificity of the information
- The intended audience
- The degree of editing needed
- The type of draft (first draft, second draft, etc.)
- The total page count
- The amount of revised material
- The number of previous edits
- The time needed for research and fact-checking
- The accessibility of multiple authors for the materials
- The Editor's schedule regarding other projects

## **PREEDIT EXPECTATIONS**

In order to have a good foundation for editing, the Editor expects that the Author will prepare the documents to meet certain minimum expectations.

- The documents are proofed.
- The documents follow company or departmental standards.
- The documents are available in a common electronic file format.
- The documents are complete for their draft stage:
  - First draft: 75% complete
  - Second draft: 100% complete

## EDIT CHECKLISTS

The Editor will edit the materials to the extent requested by the Author. From nine types of edits, the Author may chose any or all that are deemed pertinent for the editing project. The Author's initials on the line following each type of edit will identify which edits to employ.

- Substantive edit (emphasis on organization) \_\_\_\_\_
- Format edit (emphasis on layout and typography) \_\_\_\_\_
- Screening edit (emphasis on spelling and sentence structure) \_\_\_\_\_
- Mechanical style edit (emphasis on capitalization and abbreviation) \_\_\_\_\_
- Language edit (emphasis on grammar and punctuation) \_\_\_\_\_
- Policy edit (emphasis on adherence to guidelines and company policies) \_\_\_\_\_
- Integrity edit (emphasis on accuracy of tables, references, footnotes, etc.) \_\_\_\_\_
- Coordination edit (emphasis on planning and production of final product) \_\_\_\_\_
- Copy clarification edit (emphasis on preparation for printing) \_\_\_\_\_

## POSTEDIT COMMUNICATIONS

Once the Editor has completed editing the proposed documents, clear notations of all changes and suggestions will be provided to the Author both in hard copy and electronic files. The Editor and the Author must schedule a formal meeting to discuss and evaluate all changes and suggestions.

- Certain changes, such as spelling and grammar, will be insisted upon.
- Suggestions for changes in format, organization, or wording are negotiable.
- The Editor will respect the Author as the controlling authority of the work but will retain the right to remove his name as editor without penalty if his suggestions are unacceptably dismissed.
- The Editor will expect both a copy of the edited material as well as a post-press copy of the materials for himself. Any requests from the Author for maintaining privacy or signing statements of non-disclosure will be readily accepted.

## QUESTIONS

Please direct any questions regarding this Editing Contract or concerning the editing process to the Editor. The best editing will only result from a solid agreement and clear understanding between the Editor and the Author.

## CONTACT INFORMATION

Paul Cales  
1118 Waverly Road  
Sandusky, Ohio 44870  
(419) 626-5946

**ABOUT THE DOCUMENT**

Please provide detailed information about the document to be edited.

*Purpose of the Document:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Proposed Audience (be as specific as possible regarding age, technical expertise, etc.):*  
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**AGREEMENT**

The Editor and the Author, having read this Editing Contract, understand and agree upon the responsibilities and expectations of both parties, and commit to this editing project. The Author further agrees that the Editor will not be held responsible for printer error.

\_\_\_\_\_  
Editor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Author Signature

\_\_\_\_\_  
Date