

Editing Levels

All or in combination

1



CONTENT AND DEVELOPMENT EDIT

Flow and structure of the entire body of work. Character arcs, plot, and fact check.

2



LINE EDIT

Sentence structure and wording. Checks for repetitive or confusing word combinations.

3



COPY EDIT

The mechanics of applying style manual rules for grammar and punctuation.

4



PROOFREAD

Final check for misspelled words, extra spaces, missing periods.

How Do I Editing Tools Step By Step

Raffaela Di Napoli



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ARC/INFO Documentation: ArcScan and Image Integration, 1994

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