

## ENG 483: Editing skills

Rank	Item	#
1	Levels of edit: understanding and differentiating them	16
2	Punctuation (e. g. quotations, parentheses, commas, semicolons)	14
3	Copyeditors' marks (e. g. small differences, memorizing them)	10
	Word choice and order, usage, vocabulary ("What is and isn't a word")	10
5	Grammar problems (e. g. nouns and pronouns, dangling stuff, verb tenses, mood)	9
6	Queries (e. g. when to write, when not to, phrasing, tone)	7
	Sentence structure (e. g. fragments, rewriting awkward sentences, wordiness)	7
8	Editorial eye: "My biggest problem here is finding the problem"	6
	Spelling (e. g. homonyms)	6
10	Over-editing: "Leaving well enough alone," "Not changing the author's intent"	5
	Substantive editing	5
12	Mechanics of editing: where to put corrections ("Where to find room?")	4
	Reading s-l-o-w-l-y	4
14	Developing editing plans (e. g. informative, organized)	3
	Editing author's style & tone	3
	Time management	3
17	Politeness and tone of editorial changes	2
	Transitions	2
19	"Knowing when to trust my own knowledge or when look something up"	1
	Capitalization	1
	Consistency: "Not getting burned out and missing mistakes"	1
	Document design	1
	Document structure & format	1
	Getting started	1
	Not adding mistakes when editing	1
	Style sheets	1