

Overview of Editing Types for NACADA Publications

Publication venue	Review level	Content edit	Copy edit level
NACADA blog	Editor	None	Line edits
Academic Advising Today (AAT)	Editor with input from Editorial Board as needed	None	Line edits, proofread
Pocket guides	Editor	None	Line edits, proofread
Book review	Editor	None	Stylistic
Clearinghouse	Editor	Editor with input from CIG as needed	Stylistic
Books	Single blind review by Content Review Panel	Editor(s)	Developmental
NACADA Journal	Double blind review	Editors & authors	Developmental

Definitions

- **Content edit:** Process where individual(s) considered knowledgeable within a field polish and refine an article/manuscript. Content editors make sure the article addresses their vision; they direct the focus and cut out what doesn't fit/is nonessential to the topics covered. They compile, correct, revise, and adapt where needed to produce a cohesive and thoughtful article/manuscript.
- **Copy edit:** A generic term used to cover a variety of activities that prepare an article/manuscript for publication. For our purposes copy editing includes (but is not limited to):
- **Line edits:** Check URLs, fix glaring errors (e.g., incorrect dates, times, or spelling; note basic citation issues).
- **Proofread:** Galley proofing that fixes production errors (e.g., typos); makes final APA citation check.

- Stylistic editing: Clarifies meaning, eliminates jargon, edits for grammar, spelling, punctuation, person, flow, and other mechanics of style; checks for consistency of mechanics and internal consistency of facts and makes needed changes. Includes negotiating changes with author.
- Developmental editing: Also known as substantive or structural editing. Includes all of the above plus clarifying and/or reorganizing a manuscript for content and structure within APA and Chicago Manual of Style guidelines. Changes may be suggested to or drafted for the author. Includes negotiating changes with author.

Note: Definitions based upon Editors' Association of Canada. Retrieved from <http://www.editors.ca/hire/definitions.html>