

The editorial process

	Substantive Edit	Copyedit	Proofread
Prerequisite	N/A	N/A	Copyedited
Spelling, grammar, punctuation		X	X
Capitalisation		X	X
Plot, structure	X		
Language	X	X	
Format, Style			X
Suitability for readership	X		
Voice	X		
Fact			X
Clarity, consistency		X	

