

Preceded by: 9-Copyedit and Manuscript Tagging (PM7)

## 9a-Author Review of Copyedited Manuscript (PM7a)

Followed by: 10-Line Art Manuscript Process (AVPM2)

**Why:** Copyedited manuscript is reviewed by the author prior to releasing the manuscript to composition to ensure that all suggested edits are correct. Reviewing copyedited manuscript may be done electronically or on hard copy.

**Who:** In-house Project Manager/Liaison, Full Service Vendor Project Manager, Copy Editor, Author

**Skills Needed:** Knowledge of Prentice Hall Style Guides; Knowledge of Discipline Specific Style Guides (APA, MLA, etc.)

**Knowledge Base Needed:** Microsoft Word Track Changes Feature

### **TASK: Sending Copyedited Ms to Author for Review**

**Step 1:** The PM sends the copyedited manuscript to the author for review and acceptance. This is a time critical step and the author should be informed of the amount of time allowed in the schedule.

Some guidelines for the author follow, and can be addressed in the cover letter that accompanies the copyedited ms:

#### **To the Author:**

When you review the copyedited manuscript, please be sure to follow these guidelines:

- Note the due date for return of your manuscript — you must complete your work on time for the book to remain on schedule;
- Use a pencil of different color than that used by the copy editor. All pencils used must Xerox well – do not use “non-repro blue” pencils or other light colors;
- Answer all editor's queries about missing or unclear material;
- Give careful thought to editorial suggestions; copyeditors should not be rewriting the author's content, merely clarifying and correcting for usage, etc.;
- DO NOT ERASE anything. If there are text changes that you would rather return to their original state, circle them and write STET next to them.
- Please note that this is the last opportunity to make any changes or updates without incurring author alteration charges (please refer to your contract for details). Changes made in the latter stages of author review may not only affect the budget and your royalties, but also the book's schedule.

#### **Step 2:** Art, Screen Captures, Ads, and Photos

- Go over each aspect of the artwork and carefully check labels, figure identification, and accuracy.
- Return art proofs as soon as possible with your changes and/or corrections.
- Verify that photos, ads, and screen captures correspond with text material.
- To aid you in understanding the marks on the manuscript use these Proofreader marks.

- This is also a good time to review where you stand with permissions for art and text. Production work can be delayed if art and text permissions are not completed in a timely manner.

**TASK: Reviewing Electronic Copyediting**

**Step 1:** The PM sends the copyedited manuscript (MS Word document with Track Changes in place) to the author for review and acceptance. This is a time critical step and the author should be informed of the amount of time allowed in the schedule.

Some guidelines for the author to follow can be addressed in the cover letter that accompanies the copyedited ms. These guidelines are specifically designed to help the author manage electronic copyediting review:

**To the Author:**

*View Copyedited Files*

**Step 1:** Open file in Word.

**Step 2:** When your document opens, it should automatically open revealing the copy editor's changes. If all you see is a straightforward document, containing only black and white text as you had submitted it, go to Tools: Track Changes: Highlight Changes.

**Step 3:** Make sure the first two boxes are checked (Track changes while editing; Track changes onscreen.) The third box is optional depending on what you want to see if you print the document.

**Step 4:** Click OK. Now you will see that wherever the copy editor has made a change, there will be a red line crossing through the original text. New or reedited text will still appear in black. Also note that wherever a change has been made in the document, there will appear a vertical rule in the margin encompassing the lines that were affected by the change.

As you review the text, you will see small yellow boxes with letters and numbers. They act like footnotes and are actually comments that the editor or copy editor has made. The letters are the initials for the person who asked the question. Sometimes, a copy editor may use AU (addressing the query directly to you) instead of using their initials.

*NOTE:* If the box is too small for you to properly view the edits, go to View: Zoom: and choose the percentage that will allow you maximum readability. Views can be changed for both the comment box (See next section) and the actual file screen.

### **TASK: To View Comments**

If a second window doesn't open up on the bottom of your screen when you view the copyedited changes to reveal the comments, perform the following steps:

**Step 1:** Go to View: Toolbars: Reviewing. This will bring up a toolbar allowing you to add/change comments, but it won't necessarily open the second window. To do that, go back to View: Comments and the second window will open

### **TASK: To Add Comments or Answer Queries**

**Step 1:** To add your own comments in the document, place your cursor anywhere in the text you wish to make a comment upon and click once.

**Step 2:** Then click on the yellow Post-It icon in the toolbar and a smaller box will appear as a split screen in your document, if the screen isn't there already.

*NOTE:* The word preceding where your cursor is placed will be highlighted with a small footnote inserted with the commentator's initials.

**Step 3:** Next, type your comment in the comment box.

**Step 4:** To get back to the main document, simply click anywhere inside of it.

**Step 5:** To simply reply to an existing query, you may type in your answer in the bottom screen following the copy editor's query. Working in this bottom screen is like working in an entirely different document. This is also where you will be able to mark "Stet" to any text changes the copy editor made that you don't agree with. Even if there isn't a query or comment callout in an area of text you wish to remain as you wrote, it, simply add a comment near that area of text, and write "Stet" in the comment box.

*NOTE:* Once you have completed checking edits on several pages in a chapter, show your work to your project manager. He/she can advise you on anything you can do to make your work easier.

### *Additional Electronic Options*

**Step 1: To assign colors:** The color of the person making changes/comments/and the initials in the pop-up Post-It box can be tailored your responses.

**Step 2: To change the name or initials used in comments:** Go to Tools: Preferences then click the User Information tab. Type in your name and the initials you want in the appropriate boxes.

**Step 3: To change the color of the comments/changes:** Go to Tools: Track Changes: Highlight Changes: Options. A new dialogue box appears called Track Changes. There are many other options for the appearance of the editing onscreen available for easier reading (user preference).

Any further questions can be answered using the Help option in Microsoft Word. It's as simple as typing in a question such as "How do I track changes?" and you should have the answer to your question or at least a direction to head in.

*NOTE:* Finally, please remember to **save your work**. Please ensure that all files on disk, and after working on the file, are saved as a Word document. Do not save in RTF (rich text format). This will wreak havoc in the conversion of readability from Macintosh to PC.

See the [CE\\_Sample.doc](#) file for an example of how electronic copyediting looks in a Word file.

See also: [AUTHOR'S GUIDE FOR ELECTRONIC REVIEW OF COPYEDITING USING MICROSOFT® WORD](#)