

Expanded skills checklist

Use this list to inform your selections at "Checklist of skills" on your membership application.

Copy editing

- ☐ **APPROPRIATE USE OF LANGUAGE:** Correct errors of grammar, syntax, spelling and punctuation, and ensure clarity of expression.
- ☐ **LANGUAGE CONSISTENCY:** Establish consistent approach in terms of language, structural parallelism, terminology, spelling, capitalisation, hyphenation, abbreviations, expression of numbers and quantitative data, and references. Develop a style sheet to ensure such consistency or apply a house style covering these elements.
- ☐ **VISUAL CONSISTENCY:** Establish consistency and appropriate format in terms of typography, heading hierarchy, page layout, figures, tables and captions, or apply a house style covering these elements.
- ☐ **REFERENCES:** Ensure accuracy of cross-references, conformity and completeness of bibliography and adherence to copyright requirements.
- ☐ **VERIFICATION OF COPY:** Check against previous copy for discrepancies and ensure that all amendments have been accurately inserted.
- ☐ **INTEGRITY:** Check that the document is complete and the contents list is accurate.
- ☐ **PROOFING:** Correct spelling, typographic and punctuation errors and check that cross-referencing is accurate.
- ☐ **CONFORMITY WITH HOUSE STYLE:** Ensure document reflects all style and format requirements.
- ☐ **FORMAT:** Ensure page layout is correct (including alignment, spacing and bolding) and line breaks are appropriate.
- ☐ **PRINTING INSTRUCTIONS:** Note any necessary directions for typesetter and printer.

Substantive editing

- ☐ **STRUCTURAL REVIEW:** Assess conceptual integrity, and check whether document fulfils intended purpose. In consultation with author, restructure or rewrite passages where necessary.

(Substantive cont...)

- ☐ **LANGUAGE AND STYLE EDITING:** Ensure that language and form are appropriate to readership, that there is a logical flow and weighting of discussion, and that information is presented clearly and concisely.
- ☐ **CLARITY OF PRESENTATION:** Ensure that the presentation is effective, that the title and headings reflect the contents, and that appropriate referencing and explanation of terms and abbreviations are included. Check appropriateness, placement and clarity of tables and figures and their consistency with references in the text.

Associated services

- ☐ **COMMISSIONING:** Commission, acquire, or research information for publication.
- ☐ **ASSESSMENT FOR PUBLICATION:** Advise author or publisher on suitability for publication.
- ☐ **FORMAT DEVELOPMENT:** Provide editorial input to document format and design.
- ☐ **REWRITING AND SUMMARISING:** Write, substantially rewrite or condense text.
- ☐ **DESKTOP PUBLISHING:** Lay out and assemble document, edit on-screen and incorporate other changes, and produce camera-ready copy.
- ☐ **WEB PUBLISHING:** Prepare and edit web content and HTML using appropriate web editing software (e.g. Dreamweaver, Homesite).
- ☐ **INDEXING:** Prepare index.
- ☐ **ASSEMBLING LISTS:** Prepare list of references, glossary and abbreviations.
- ☐ **PRINTING:** Check quality of printer's proofs and advance copies.

Project management

- ☐ **ASSEMBLING PRODUCTION TEAM:** Engage editors, designers, typesetter, printer.
- ☐ **PLANNING AND SCHEDULING:** Develop and monitor editing and production schedule and coordinate activities.
- ☐ **QUALITY ASSURANCE:** Establish and monitor quality standards.
- ☐ **TRAINING:** Train editors and production staff.