

I edit your manuscripts for spelling, grammar, clarity, consistency, cohesion, and coherence. My “Comments” are questions, suggestions, or alternatives that you might consider. Instructions for viewing my “Comments” and other changes are given below (see: **INSTRUCTIONS FOR VIEWING COMMENTS AND CHANGES**).

Briefly, **copyediting** corrects spelling errors, grammar, punctuation, misplaced modifiers, changes in tense, problems in parallelisms, and the use of inappropriate language. In addition, copyediting includes changing passive voice to active voice where appropriate and developing a consistent style and tone. I usually find it necessary to perform **substantive editing**, which includes all of the features of copyediting with particular attention to the structure, organization, and concepts. This ensures an appropriate pace, uniform tone and clear focus, eliminating wordiness, triteness, and jargon, and smoothing transitions and positioning sentences to improve readability.

INSTRUCTIONS FOR VIEWING COMMENTS AND CHANGES: My changes and comments to your manuscript can be displayed using the “Tracked changes” features of Microsoft Word (2003; Word 2007 is similar).

On the **Reviewing** toolbar, choose “**Final Showing Markup**.” Changes and comments will appear in balloons on the right hand side of your document (in the “**View**” menu, choose “**Print Layout**”).

To view only the Comments, choose the “**Show**” menu and place a checkmark next to the word “**Comments**” while removing checkmarks from the other options (ink annotations, insertions and deletions, and formatting).

To accept or reject changes, on the **Reviewing** toolbar, click **Accept Change** or **Reject Change/Delete Comment** for each revision or comment. ***Please note that it is important to do this to remove any editorial comments from the final draft of your manuscript.***

More information about these subjects for MSWord 2003/2007/2010 is given at the Microsoft.com web site.

To display tracked changes in Word: <http://office.microsoft.com/en-us/word/HP030885221033.aspx?pid=CH063555981033>

To show or hide tracked changes in Word: <http://office.microsoft.com/en-us/word/HP051901171033.aspx?pid=CH063555981033>

To get rid of tracked changes in Word: <http://office.microsoft.com/en-us/word/HA010983881033.aspx?pid=CH063555981033>