

Types of Editing

Editing Category	Purpose	Review Level (Breadth vs Depth)	Response Type	Other Names
Manuscript Critique	Focus is on content, thematic structure, voice, clarity, consistency, and any weaknesses. Structural level advice is provided in this type of review or edit.	Breadth	Notes (comments in memo format)	Peer Review; Developmental; Overview
Developmental	Detailed structural and intense editing including big picture of the paper, flow, & organization. Identifies weak points or where content is limited or unclear. Issues of structure, organization, coherence, and logical consistency are explored. An editor may make a distinction between developmental and structural editing where structural editing could mean the editor makes changes for the author such as removing or adding complete sentences and/or rewriting, condensing, or expanding paragraphs.	Both	Detailed notes & Inline (track changes & comments)	Developmental; Structural; Substantive; Comprehensive
Functional	Review focused on spelling & grammar, paragraph or sentence level structure, or journal style. Functional editing may be associated with only one of the following or incorporate all in the review.	Depth-Specific	Inline	Copy, Line, or Mechanical Editing
. Copy Editing	Spelling, Grammar, & Punctuation			Line editing
. Line Editing	A line by line review and editing sentences and paragraphs. This function may be used within developmental editing and copyediting. So beware of term confusion when working with an editor.			Copy editing
. Mechanical	Application of a particular style such as APA, AMA, Chicago Manual of Style, or Associated Press (AP). Editor will review punctuation, capitalization, spelling, abbreviations, etc.			Copy editing
Proofreading	Generally the last review prior to publishing. Includes: spelling, grammar, punctuation checking, correcting typos. Basically it is an extensive spell check. No substantive content changes are made at this point unless it is an egregious error. Proofreading occurs at the layout stage for print publishing and substantive edits should be made well before this point.	Depth-Specific	Notes (queries)	

Resources

Archway Publishing. The different types of editing. Retrieved 07/20/19 from <https://www.archwaypublishing.com/Resources/Editing-and-Design/The-Different-Types-of-Editing.aspx>, Simon & Schuster.

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Jericho Writers. (2019). The different types of editing. Retrieved 07/20/19 from <https://jerichowriters.com/types-of-editing/> Oxford, UK.

Manuscript Editor Online. (2012). Types of editing. Retrieved 07/20/19 from <http://www.mseditoronline.com/types.html>

NY Book Editors. (2019). Editing services. Retrieved on 07/20/19 from <https://nybookeditors.com/services/>

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