

Each level of copyedit is performed by freelance copy editors. All copy editors have at least one bachelor's degree, and many hold advanced degrees in various scientific fields. All have a minimum of three years' experience editing scientific, technical, or medical material, and some have also served as managing editors for scholarly journals. Copy editors edit all manuscripts electronically using Microsoft Word editing tools and follow style sheets developed by Allen Press. The quality of our freelance copyediting is managed by Allen Press copyediting coordinators, who also have extensive editorial backgrounds and degrees related to editing and the sciences.

Copyediting Definitions

Standard Copyedit

- Edit all text, including figure legends, headers, footers, references, and tables to conform to journal style (e.g., acronyms, abbreviations, technical style, geographical terms, Latin nomenclature).
- Edit capitalization, grammar, punctuation, mechanics, spelling (including use of American and British spelling), syntax, and style and tense consistency.
- Edit for clarity and conciseness of language, but query if changes will be substantial.
- Edit obvious awkward wording, wrong word choices, and vague language, but query if changes will be substantial.
- Edit run-in and display lists for consistency within an article and query if necessary.
- Check overall organization and transition between words, sentences, and paragraphs and query if necessary.
- Check cross-references to figures, sections, and tables (e.g., number of callouts equals number of figures and tables) and query if necessary.
- Check numbering of tables and figures and query if necessary.
- Check figure captions against figure callouts (e.g., A versus a, B versus b) and query if necessary. If figures are supplied, check figure captions and callouts against figure labels.
- Check consistency in style and presentation of in-text and display math and query if necessary.
- Check for missing or incorrect information in references and query if necessary.
- Ensure that all in-text citations are listed in literature cited and vice versa and query if necessary.

Technical Copyedit

- All elements of standard copyediting.
- Make and query modifications (e.g., deletions, expansions, reorganizing passages) that would improve the coherence, logic, and organization of the text.
- Edit and query if necessary nonstandard English in articles by authors whose first language is not English.
- Conduct the necessary research (e.g., PubMed, BioOne, CrossRef, Google) to correct obviously incomplete or nonstandard references and in-text citations and query if necessary.
- Renumber or reformat reference list and corresponding in-text citations if necessary.
- Check and query the accuracy of questionable dates, place names, proper names, and titles.
- Check and query for consistency in the style and language of scientific and technical content.
- Edit or rekey math expressions and chemical formulas using MathType or Microsoft Word characters. For more information about math Word character and MathType requirements, please see the Guide to Math Preparation located in the Resource Library on the Allen Press website (http://allenpress.com/system/files/pdfs/library/apmk_math_prep.pdf).

Freelance Copy Editors

Areas of Expertise

- Animal diseases and medicine
- Anthropology
- Botany
- Dental treatment and surgery
- Ecology
- Economics
- Education
- Engineering
- Geology
- Human medicine
- Microbiology
- Parasitology
- Physics
- Psychology
- Zoology

Styles

- American Institute of Physics, 4th edition
- American Medical Association, 9th and 10th editions
- American Psychological Association, 5th and 6th editions
- American Society of Microbiology
- Associated Press
- Chicago Manual of Style, 15th and 16th editions
- Council of Science Editors, 6th and 7th editions
- Suggestions to Authors of the Reports of the United States Geological Survey, 7th Edition