



LEVELS OF EDITING

The Communication Division's Editorial Services has high standards for its publications. In order to create a well-produced publication, the editing process takes time. The guidelines below offer examples of editorial services.

<p style="text-align: center;">MANUSCRIPT</p> <p>LEVEL ONE: LIGHT EDIT AND FORMAT</p> <p>The editor formats, proofreads, makes quick fixes in style and grammar.</p> <p>Tasks include:</p> <ul style="list-style-type: none">• Correcting glaring grammatical and spelling error• Ensuring basic formatting: Bullets, fonts, footnotes, headings, pagination, etc., according to IFPRI style• Cross checking citations and references• Running a spell check	<p style="text-align: center;">MANUSCRIPT</p> <p>LEVEL TWO: COPYEDIT</p> <p>The editor improves the document's readability.</p> <p>Tasks include:</p> <ul style="list-style-type: none">• Replacing the passive with the active voice when possible• Dividing long, complicated sentences• Correcting imprecise or inappropriate vocabulary• Eliminating redundant words and phrases• Ensuring correct and consistent use of names, titles, and acronyms• Checking parallelism and rewriting when necessary• Ensuring that all pronouns have clear antecedents
<p style="text-align: center;">MANUSCRIPT</p> <p>LEVEL THREE: SUBSTANTIVE EDIT</p> <p>The editor ensures that the document is comprehensible, well-organized, and accurate — an effort that often requires significant editing and rewriting.</p> <p>Tasks include:</p> <ul style="list-style-type: none">• Analyzing the document for underlying meaning and structure• Reorganizing the document to increase clarity• Rewriting sections that poorly express the writer's meaning• Verifying and correcting factual material, including technical terms and descriptions, place names, and foreign phrases• Incorporating new information• Ensuring parallelism and conciseness• Reviewing for redundant or unnecessary sentences and paragraphs• Writing transitions, as needed	