

OLD LEVELS OF EDIT

Level I

The editor will mark

- subject/verb disagreements
- typographical errors and misspellings (other than variants)
- sentence fragments
- internally inconsistent headings and nonstandard pagination
- errors in sequencing of tables, figures, references, equations, and appendixes
- misalignment or misorientation of figures
- inaccessible references (inadequate information precludes finding the document)
- violation of Los Alamos policy or of copyright laws

The editor will query author if parts of document do not agree (for example, text with figures)

Level II

In addition to the corrections for Level I, the editor will mark

- internal inconsistencies in acronyms, hyphenation, format, abbreviations, etc.
- nonstandard word use and punctuation
- misplaced modifiers

Level III

In addition to the corrections for Levels I and II, the editor will mark

- sentence problems
 - overly complex sentences
 - incomplete comparisons
 - faulty parallelism
- wordiness and overuse of passive voice
- figures and tables if unclear
- format if nonstandard

Level IV

In addition to the corrections for Levels I–III, the editor will mark

- overall organization of document
- unclear or poorly organized paragraphs
- unclear figures for redesign and unclear tables for revision

Editing Matrix—Impact of Document Errors

Document error	Glaring	Technical audience			Nontechnical audience		
		Affects clarity	Violates tech./gram. conventions	Violates writing formalities	Affects clarity	Violates tech./gram. conventions	Violates writing formalities
Subject/verb disagreement	X						
Misspellings/typos	X				X		
Sentence frag./run-ons/no end punctuation	X						
Sequencing error (figs., tables, refs., etc.)	X				X		
Inconsistent headings/pagination	X						
Poor reproducibility of figures/tables	X	X			X		
Figure/table misalignment/misorientation	X	X			X		
Word choice—wrong word		X			X		
Undefined technical jargon		X			X		
Punctuation		X	X		X	X	
Hyphens (spelling error)			X			X	
Hyphens (<i>Chicago</i> rules not followed)			X		X	X	
Pronoun/antecedent disagreement			X		X	X	
Undefined acronyms		X			X		
Acronym usage rules not followed				X	acronym usage is minimized		
Nonstandard tech. abbreviations/symbols		X	X		abbreviations/symbols avoided		
Inconsistent use of abbrevs./symbols			X		abbreviations/symbols avoided		
Inaccessible references		X			X		
Inconsistent reference style			X	X		X	X
Inconsistent number usage			X		X	X	
Misplaced modifiers	X	X		X	X		X
Common word usage errors			X	X		X	X
Paragraphing (length)		X			X		
Paragraphing (coherence)			X	X	X		
Overly complex sentences		X		X	X		X
Incomplete comparisons				X	X		X
Faulty parallelism				X	X		X
Wordiness				X	X		X
Overuse of passive voice				X	X		X
Misspelling—secondary variant				X			X
English vs metric units			X		English units generally preferred		
Poorly designed figures/tables		X	X		X	X	
Inconsistent figure/table format				X	X		X
Organization of report				X	X		

Editing Matrix—Impact of Document Errors

Document error	Glaring	Technical audience		
		Affects clarity	Violates tech./gram. conventions	Violates writing formalities
Subject/verb disagreement				
Misspellings/typos				
Sentence frag./run-ons/no end punctuation				
Sequencing error (figs., tables, refs., etc.)				
Inconsistent headings/pagination				
Poor reproducibility of figures/tables				
Figure/table misalignment/misorientation				
Word choice—wrong word				
Undefined technical jargon				
Punctuation				
Hyphens (spelling error)				
Hyphens (<i>Chicago</i> rules not followed)				
Pronoun/antecedent disagreement				
Undefined acronyms				
Acronym usage rules not followed				
Nonstandard tech. abbreviations/symbols				
Inconsistent use of abbrevs./symbols				
Inaccessible references				
Inconsistent reference style				
Inconsistent number usage				
Misplaced modifiers				
Common word usage errors				
Paragraphing (length)				
Paragraphing (coherence)				
Overly complex sentences				
Incomplete comparisons				
Faulty parallelism				
Wordiness				
Overuse of passive voice				
Misspelling—secondary variant				
English vs metric units				
Poorly designed figures/tables				
Inconsistent figure/table format				
Organization of report				

Level A

Level B

Level C

Editing Checklist for CIC-1 Levels of Edit

Document Error	Proofreading Edit	Grammar Edit	Full Edit
Report structure/format			
Violations of Lab/DOE policy	X	X	X
Sequencing errors (figures, tables, refs, pagination, etc.)	X	X	X
Headings or headers/footers lack logical order and/or punctuation	X	X	X
Report parts do not agree: figures/tables with one another or with text; text with text	Q	X	X
Inaccessible references	X	X	X
References not in Lab format			X
Gratuitous font changes in text		Q	X
Nonstandard pagination, leading, margins, or indents		Q	X
Graphics (figures and tables)			
Misorientation	X	X	X
Poor reproducibility	Q	X	X
Placement		X	X
Poorly designed		Q	X
Inconsistent formatting			X
Text			
Subject/verb disagreement	X	X	X
Misspelling/typos	X	X	X
Misspelling (secondary variants)			X
Sentence fragment/run-ons/no end punctuation	X	X	X
Embarrassing dangling participles	X	X	X
Word choice (wrong word)	Q	X	X
Ambiguous pronouns	Q	X	X
Punctuation		X	X
Hyphens (spelling error only)		X	X
Hyphens (<i>Chicago Manual of Style</i> rules not followed)			X
Pronoun/antecedent disagreement		X	X
Sexist pronouns		Q	X
Undefined acronyms		X	X
Acronym usage rules not followed			X
Use of English vs metric units			X
Wrong or ambiguous technical abbreviations/symbols		Q	X
Nonstandard or inconsistent use of abbreviations/symbols			X
Nonstandard number usage			X
Inconsistent equation formatting		Q	X
Undefined technical jargon		Q	X
Word usage errors		X	X
Misplaced modifiers		X	X
Overly complex sentences		X	X
Paragraphing (length)		X	X
Paragraphing (coherence)		Q	X
Incomplete comparisons			X
Faulty parallelism			X
Lack of subordination or emphasis			X
Wordiness			X
Overmodified nouns			X
Overuse of passive voice			X
Organization of report			X

CIC-1 Levels-of-Edit Chart



Proofreading Edit

The Proofreading Edit is designed for technical documents that are written primarily to meet an administrative requirement (e.g., archival reports) or have a very limited distribution. This minimal edit may also be the only alternative for a short turnaround time. In addition to proofreading the report, editors will look for violations of copyright law and Laboratory policy and will check for sequencing errors among headings, tables, figures, and references.



Grammar Edit

The Grammar Edit is designed for documents whose intended audience is the author's technical peers. Editors will correct problems identified in a Proofreading Edit plus problems that affect textual clarity. These problems include basic grammar and punctuation errors, word usage errors, and overly complex sentence structure.



Full Edit

The Full Edit is designed to polish technical documents that must meet rigid readability or format requirements (e.g., SOPs, manuals, or progress reports subject to critical review). It is also the recommended edit for any document intended for a broader audience than one of technical peers (e.g., proposals, brochures, marketing fliers). A Full Edit goes beyond the Grammar Edit to include rewriting to improve sentence and paragraph structure as well as overall document organization.

Audience						Document
<i>Author/author's group</i>	<i>Subject matter experts</i>	<i>Nonexpert technical peers</i>	<i>Nontechnical peers</i>	<i>Laboratory associates and managers</i>	<i>Public</i>	
						Archival reports
						Reports that meet administrative requirements
						Journal articles (to be edited by the journal)
						Technical manuals (limited distribution)
						Preliminary research results
						View graphs
						Administrative documents/correspondence
						Conference papers
						Poster sessions
						Technical research report
						Journal articles (no further editing)
						Progress reports
						Proposals
						White papers
						SOPs, manuals
						Brochures & fliers
						High-visibility reports

Comparison of 1-Page Editing Checklist and the Amplified Checklist

Document Error	Proofreading Edit	Grammar Edit	Full Edit
Report structure/format			
Violations of Lab/DOE policy	X	X	X
Sequencing errors (figures, tables, refs, pagination, etc.)	X	X	X
Headings or headers/footers lack logical order and/or punctuation	X	X	X
Report parts do not agree: figures/tables with one another or with text; text with text	Q	X	X
Inaccessible references	X	X	X
References not in Lab format			X
Gratuitous font changes in text		Q	X
Nonstandard pagination, leading, margins, or indents		Q	X

Document Error	Proof-read	Gram. Edit	Full Edit
Report structure/format			
Violations of Lab/DOE policy Unprofessional acknowledgments Unjustified criticism or unprofessional statements Product endorsements Copyright infringements—lack of permission letter(s) LA-series report format—no abstract, abstract not labeled and clearly set off from text, author affiliation and/or address on p. 1, funding statement on p. 1	X	X	X
Sequencing errors (figures, tables, references, pagination, equations, and appendixes not in numerical order)	X	X	X
Headings or headers/footers lack logical order and/or punctuation Extraneous punctuation, no logical progression in headings (e.g., level 2 heads have more capitalization or a larger point size than level 1 heads) Headers/footers inconsistent with report format	X	X	X
Report parts do not agree: figures/tables with one another or with text; text with text (refers to technical content)	Q	X	X
Inaccessible references Not enough information given to find document At Grammar Edit, references must be corrected for punctuation, capitalization, and spelling errors (including incorrect abbreviations and misuse of italics)	X	X	X
References not in Lab format			X
Gratuitous font changes in text Includes similar changes in point size for text or for subscripts/superscripts		Q	X
Nonstandard pagination, leading, margins, or indents Errors in left/right placement of page numbers Inconsistent leading before and after headings Changes in justification		Q	X

Amplified Checklist Examples

Document Error	Proof-read	Gram. Edit	Full Edit
<p>Misspelling/typos Capitalization errors (includes errors in capitalizing abbreviations) Extra or missing characters, symbols, and spaces Misuse of roman vs italic type (<i>et al.</i> used instead of et al.; failure to italicize other foreign words, such as genus and species names)</p>	X	X	X

<p>Hyphens (spelling errors only) Check <i>American Heritage</i> and <i>McGraw-Hill</i> (<i>non-linear</i> and <i>two dimensional model</i> would be spelling errors) Follow <i>Am. Her. Style and Usage Guide</i> rules on hyphenation: (1) prefixes and suffixes are added without a hyphen unless the result is a double vowel or triple consonant or they are being added to proper nouns, (2) adv-adj compounds are not hyphenated if they follow the noun they modify (e.g., the book is <i>well known</i> or <i>much improved</i>), and (3) adv-adv-adj compounds are never hyphenated (e.g., a <i>very much improved</i> book) If unit modifiers would be hyphenated by <i>Chicago</i> rules, look them up in <i>McGraw Hill</i> and hyphenate them only if the dictionary does Do not add hyphens in modifiers involving units of measure unless technical clarity is at stake (e.g., 10-mm-thick targets vs 10 mm-thick targets)</p>		X	X
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