

Copyediting Decision Guide

Type of error	Examples	Fix	Add to style sheet	Query
Always wrong	<ul style="list-style-type: none"> • Misspellings • Incorrect punctuation 	✓	✗	✗
Fair game to change	<ul style="list-style-type: none"> • Contraction would be better • Author used ellipsis for interrupted speech 	✓	✓	✗
Inconsistent variations	<ul style="list-style-type: none"> • “Adviser/advisor” • Commas sometimes spare, sometimes not 	Depends	✓	✓
Consistently differs from typical style	<ul style="list-style-type: none"> • “Adviser” throughout • Spare use of commas throughout 	✗	✓	✓
Continuity errors	<ul style="list-style-type: none"> • Character’s eye color changes • Timeline doesn’t add up 	✓	✓	✓
Factual errors	<ul style="list-style-type: none"> • Dates of historical events • Spellings of place-names 	✓	Depends	Depends

