Tidy-Up Pre-Edit

Tidy up the document. Cosmetic changes like these don't need to be recorded.

1. Search and replace:
   - two spaces → one space
   - quote → curly quote
   - apostrophe → curly apostrophe
   - en dash → em dash (as appropriate)
   - double hyphen → en dash or em dash (as appropriate)
   - spaces around ens, ems, and slashes → no spaces

Line edit

Make one complete pass through the document, start to finish. Read slowly and carefully.

1. Turn on Track Changes.
2. Set view to Simple Markup.
3. Run spellcheck.
4. Make your first copyediting pass:
   - Fix spelling, grammar, and punctuation, missing words.
   - Flag repeat words or phrases in close proximity.
   - Flag period-inaccurate words (historical fiction).
   - Flag POV slips.
   - Ensure consistent style (capitalization, hyphenation, numbers, etc.).
   - Ensure correct syntax and usage.
5. Improve readability and clarity:
   - Enhance readability by reducing jargon, breaking up overly long sentences and paragraphs.
   - Enhance clarity by rewording awkward, convoluted, confusing, or imprecise text.
   - Enhance conciseness by reducing wordiness and redundancy.
   - Eliminate overuse of passive voice.
6. Note any developmental issues.
7. Record any queries using Comments.
8. Make a second quick scan, looking for errors that were missed or accidentally introduced in your first pass.
9. Do individual searches for repeat issues to make sure all get noted.
10. Review your comments; remove or resolve any you can.

Final Details

Almost done! These last few steps help catch errors inadvertently entered in the text.

- Turn off Track Changes.
- Run a final replace of two spaces → one space.
- Run a final spellcheck.

Do a final Save, and you're done!