

Levels of Editing	
Proofreading	Correct indisputable errors only: Checks for misspelling, typos, incorrect punctuation, incorrect grammar, such as subject-verb disagreement, errors in word usage and such.
Copyediting	Check style and consistency: Proofreads, but also watches formatting, such as consistency in titles, subsection titles, type face and type style (italic, bold), and parallel construction in lists and headings. Fact-checking for what should be commonly understood information. Makes sure the manuscript conforms to whatever style guide the publisher expects, e.g., AMA, APA, AP or Chicago. Cross-checks citations with reference list, figures and tables. Suggests improvements in syntax for clarity and logical flow, but only queries the author, doesn't substantively change content.
Substantive Editing	Clarify, tighten and polish: Does all of the previous, but also makes relatively minor changes or recommends what to delete, rearrange, reword or rephrase to eliminate potential confusion, wordiness, triteness and inappropriate or confusing jargon or made-up words. Queries the author about apparent gaps or contradictions in info and issues inadvertently raised but not addressed by the author. Polishes the prose by suggesting clearer phrasing, smoother, better flow of ideas. May fine-tune copy by multiple authors so it achieves a more consistent tone.
Developmental Editing	Help develop the article, report or book: Works with the author from the idea, raw material or early draft stage to help develop the manuscript, advising on organization of material and format, perhaps proposing supplemental material, including appendices, graphics, photos, tables, charts or figures. Likely to suggest revisions and rewrite or rearrange sections, but does not necessarily proofread or copyedit.