Copyediting stage, when your editor suggests corrections and revisions and asks about (or "queries") possible problems. If your editor requests hard copy, send a clean printout to the editor at the beginning of the project. Copyediting marks often go directly above the individual line of text being altered, so your document should be double-spaced with generous margins.

After the designer has finished laying out your text. At this stage you’re given a proof—maybe a series of proofs—to check for mistakes and omissions.

The symbols used to mark your changes are much the same as the ones used in the first stage. But since text in proofs is single-spaced, most of the symbols appear out in the margin next to the problem line, next to the line of text to be altered.

Carets (³), strike outs, underlines, circles, and dots in the text itself show were each change is supposed to go. If there is more than one mistake in a line separate the correction symbols in the margin with slash marks. If a necessary addition...

Editing and Proofreading
The best part of being an IJGLS associate
What are editing and proofreading?

**Edit:** < Latin *ēdit-us*, past participle of *ēdĕre* to put forth, < *ē* out + *dăre* to put,>

1. b. To prepare, set in order for publication (literatry material which is wholly or in party the work of others).

**Proofread:**

1. To read (text, esp. in proof) in order to find and mark errors for correction.

*Oxford English Dictionary definitions*
Why will you Proofread?

- The associates review the articles for substance and style
  - To ensure that the article is readable, logical, accurate, grammatical, and conforms to our standards.

- Why?
  - Your edits may be incorporated into the article so that IJGLS maintains its credibility. Your feedback helps ensure we publish articles that are grammatical and reflect well on us.
The Chicago Manual of Style

• The first task you’ll work on for each assignment is editing the text of the article assigned to your group.
• We edit following the Chicago Manual of Style and the Bluebook when applicable.
• I recommend using the online version of the CMS. The URL is listed in the Associate’s handbook.
• There are also a few hard copies in the IJGLS office or at the library circulation desk you can use.
• Also see the Associates Handbook for certain common editing norms we follow
of payment for what he is supplying and the buyer receives a guarantee that the goods he desires may be purchased at a price he is willing to pay.

For the purposes of this paper I have decided to focus on two types of forward contracts:
(1) a forward contract involving commodities where the two parties are hedging a risk; and (2) a PSD forward contract involving commodities where both parties are not hedging a risk, but are simply speculating. This is a useful comparison, as these two scenarios ostensibly represent the extreme ends of a spectrum of reasons for using forward contracts, despite the fact that they are the same instrument.
How to Proofread

1. Read the entire article once through
2. Make broad changes without tracking changes
3. Start track changes
4. Check for required elements
5. Fix formatting
6. Read for grammar and style citing to the Bluebook, the Chicago Manual of Style, or the IJGLS Associate Handbook
7. Ensure that the article is consistent and readable
8. Do one final read-through
Proofing details

- There are a lot of details in the Associates Handbook that you can refer to for more information.

- There is a step-by-step list of details and a checklist you can refer to.

- If you have any questions please contact your Articles Editor or me.
Final notes

- You will have one week to complete each proofreading assignment.
- Proofreading will be the first of the three assignments you have for each of the articles.
- Assignments will be sent out on a Saturday and be due the following Saturday at 11:59pm
- Submit completed assignments by email to your Article Editor and me
- Include a completed Associates checklist
- After each assignment your Article Editor will provide you with feedback on your proofreading work.
Have lots of fun!!!!