UOJM Copyeditor Guide

The role of the **Copyeditor** is to improve the flow, clarity, grammar, wording, and formatting of the submitted article. This stage represents the last chance for the author to make any substantial changes to the text because the next stage is restricted to typos and formatting corrections.

The Copyediting Process

One Copyeditor is assigned to a submission. The submission will then undergo three stages of copyediting, as follows:

Initial copyedit – The Copyeditor will edit the text to improve flow, clarity, grammar, wording, and formatting, as well as including author queries as necessary. Once the initial edit is complete, the Copyeditor will upload the revised document through the journal Web site and notify the author via the OJS email system that the edited manuscript is available for review.

Author copyedit – Authors should accept/reject any changes made during the initial copyediting, as appropriate, and respond to all Author queries. When finished with the revisions, Authors should rename the file from AuthorNameQA.doc to AuthorNameQAR.doc (e.g., from LeeQA.doc to LeeQAR.doc) and upload the revised document through the journal website as directed.

Final copyedit – The Copyeditor will verify changes made by the Author and incorporate the responses to the Author queries to create a final manuscript. When finished, the Copyeditor will upload the final document through the journal website and alert the Layout Editor to complete formatting.

Microsoft Word's "Track Changes" is most commonly used to make modifications to the manuscript during this stage. This allows the Copyeditor and Author(s) to easily monitor changes to the submission as they are made, and make and/or respond to queries made during the copyediting process.

Additional Considerations:

1. **Word count** – Ensure that the manuscript falls within the recommended word count for the submission type. These can be found under "Submissions Guidelines" on the main UOJM webpage.

2. **References** – Check that in-text citations and reference list are formatted correctly. Also, ensure that **primary sources** are referenced appropriately (i.e. it is not acceptable to only reference review articles).