Albright Editorial Services—Editing Process

Working in the standard publishing protocol—Microsoft Word, double-spaced, Times New Roman, 12 pt. font—we will work with Word's Track Changes tool through two rounds of editing to finalize your manuscript to your satisfaction. Check out this [one-minute tutorial](#) on how to use the Track Changes and Show Markup features in Word.

For purposes of version control, I have found that the file names NA_Edit 1 and NA_Edit 2 work well. After you review my edits for each round, please replace my initials with yours and save the file. This way you will have both versions for reference in case you need that content later.

Here is the standard process I follow to finalize each author's manuscript:

Author	Send original manuscript to editor in standard publishing protocol.
Editor	I will complete the round 1 edit and return the file NA_Edit 1 to you for your review.
Author	
1	I recommend that you read the entire manuscript in Final Markup mode in Track Changes under the Review tab before you begin your edits. This way you're not distracted by the markups and can get a better feel for the edited manuscript.
2	Switch to Final Show Markup under the Review tab when you're ready to see the edits and comment bubbles. *Note that my additions will appear in blue, deletions in red. Keep in mind that they may appear as different colors in your document depending on your Track Changes settings.*
3	Click on Track Changes to enable it, so I can see your additions, deletions, and comments.
4	Accept all of my changes, or reject those you do not agree with and leave me a comment as to why. • Please leave all of my comments there so we don't lose track of the Comment string. • Remember that spelling and grammar edits are correct as per publishing standard style, *Merriam Webster, 11th edition* and the *Chicago Manual of Style 17th edition*. • Your manuscript is now in standard publishing format for submission, so please do not change any of the formatting (i.e., italics, bold, centering, spacing, page breaks, margins, indents, etc.).
5	After you finish your review of edit 1, save your file as Your Initials_Edit 1. Now you have a clean document to make your edits.
6	Please add any comments you would like in response to mine. Remember to leave all comments in the document. The only changes I will see when you return your edit 1

	document to me are those you made in Track Changes for round 1 because you will have Accepted or Rejected all of my changes, including the reason you made these changes in Comments.
Editor	I will reedit it, clean it up, and make any further recommendations based on your additions and/or Comments, and send it back to you as NA_Edit 2.
Author	Now you can address any remaining issues, using the same process you did for Edit 1. Save this version as Your Initials_Edit 2, make sure you leave any comments, and return it to me.
Editor	I will Accept your edits and remove all comments before sending you the final edited version of your manuscript, NA_Final.
Author	Read your final edit carefully, take your time, and let me know if you have questions. If you wish to engage me for a third round we will negotiate the additional scope of work and fee/contract.