

Copy editing SOP

Here's an example of a standard operating procedure a newspaper may use to copy edit its content:
Purpose*The purpose of this standard operating procedure is to guarantee that all articles are grammatically correct and factually accurate to prepare them for publication.*
Application*All editors and designers can apply these steps to minimize errors in published content.*
Procedure steps*Here are the steps of the procedure:*

- 1. Copy editors read through each article and make suggested edits.*
- 2. Section editors accept edits.*
- 3. The lead designer inserts edited articles into the issue template.*
- 4. The managing editor prints the completed issue and makes additional edits.*
- 5. The designer implements the edits.*
- 6. The designer sends the completed template to the publisher.*

Resources

Please see the attached documents:

- Style guide*
- Section guide*
- Sample issue template*