

Editing and Copyediting for *The Knight News*

All Editors for *The Knight News* should review our [Style Sheet](#) and [Editorial Protocols](#) as they work on each and every issue. The Style Sheet documents TKN's guidelines for the small, but important stuff: abbreviations, titles, numbers, basic grammar, ensuring that we are consistent from article to article; the Editorial Protocols document the processes each article will go through on its way to being published.

As an Editor, you are responsible for editing and copyediting. These overlap, but they're not the same.

As an Editor, you want to be sure that the structure and content of the article is solid:

- Is it clear how and why it's relevant to the QC community?
- Does it have a strong lead?
- Does it contain a nut graph early on?
- Does it use a variety of appropriate sources?
- Does it represent the issue at hand fairly?
- Are paragraphs too long? Should they be split or shortened?

As a Copyeditor, you'll be focused on sentences—their style, grammar, punctuation, mechanics, word choice, word order—and, above all, clarity. This is crucial, because we need readers to understand and trust what we publish. While it's true that “the rules” are made by human beings and evolve over time, it's also true that readers will expect to read clear, clean prose.

As [The Journalist's Resource](#) explains it, “dedicating time to examine the grammar, spelling, formatting and accuracy of your stories is essential. Copyediting is a very different activity from writing, and putting on an editor's hat helps you see your own copy in a different way, and thus will help you improve it. Copyediting can even reveal deeper errors within a story that can send you back into your reporter's role.” Fortunately, The Journalist's Resource outlines the basics of copyediting, so it should be your first stop (link above).

If you're unsure about a question relating to grammar, mechanics, or style, your next step is to consult [The Purdue Online Writing Lab](#). The Purdue OWL offers detailed explanations of common problems in writing, along with solutions and exercises. The following are the most common issues we find TKN writers struggle with:

[Clarity](#)

[Sentence structure](#)

[Sentence-fragments](#)

[Parallel structure](#)

[Concision and Sentence Variety](#)

[Commas](#)

[Subject-verb agreement](#)

[Diction: Word choice and word order](#)

[Semi-colons, colons, and parentheses](#)

[Hyphens and em-dashes](#)