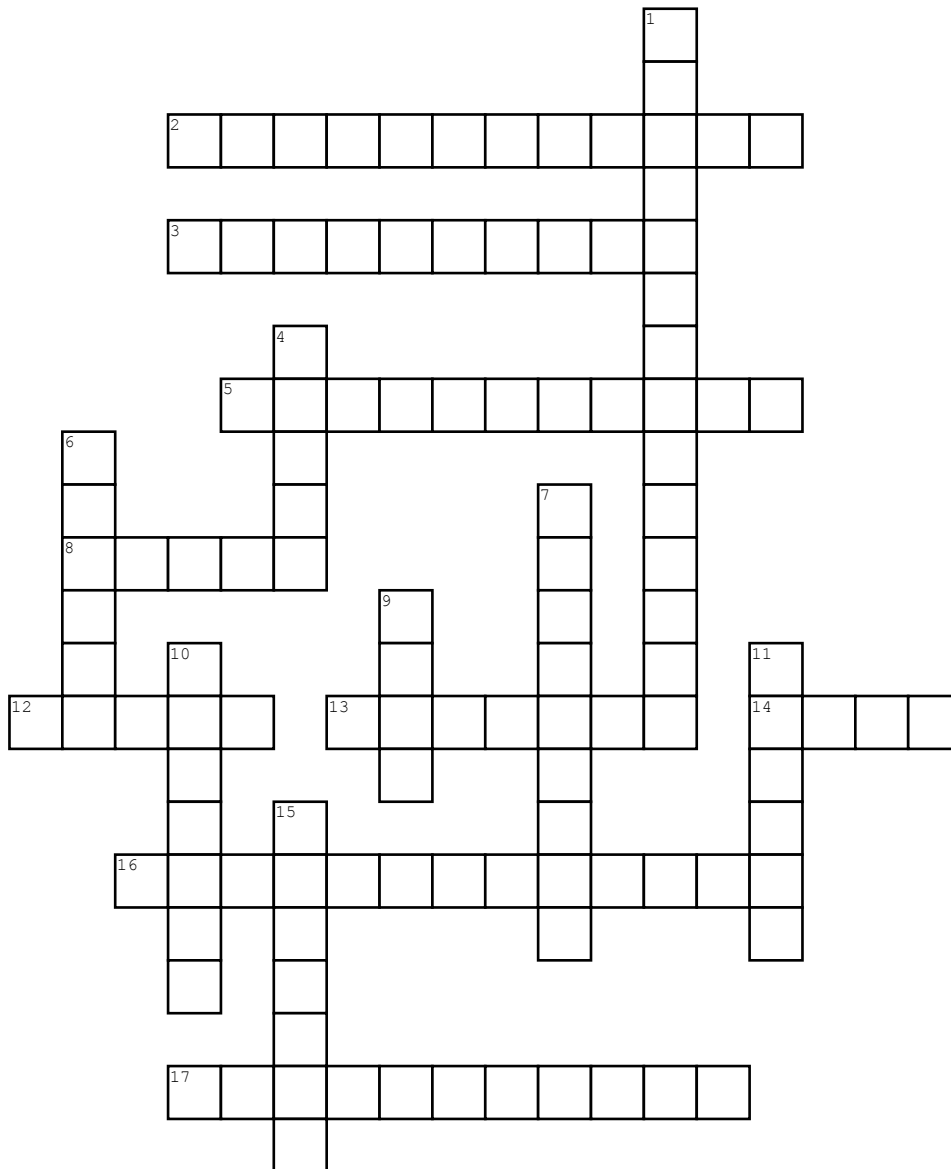


# Chapter 2: What Copyeditors Do



## Across

2. \_\_\_ are charged with correcting errors and identifying with any serious errors not caught during copyediting.
3. The terms light, medium, and heavy help copyeditors know how to \_\_\_ their work.
5. Copyeditors are not \_\_\_ designers.
8. Copyeditors always serve the needs of \_\_\_ constituencies.
12. Thou shalt not introduce an \_\_\_ into a text.

13. Thou shalt not inadvertently change the author's \_\_\_.
14. Thou shalt not \_\_\_ or damage part of a manuscript.
16. Editing that reorganizes and restructures a manuscript.
17. One of the "4 C's" of copyediting.

## Down

1. Err on the side of \_\_\_ the amount of time you need.
4. Always add a \_\_\_ factor to your best guess.
6. The \_\_\_ is the person (or people) who wrote or compiled the manuscript.

7. The person or company that is paying the cost of producing the printed material.

9. You shouldn't give an estimate unless you have \_\_\_ a manuscript.

10. Editing that is also known as substantive editing.

11. On your first editorial pass through a document, you should read as \_\_\_ as you can.

15. The people for whom the material is being produced.