

Some categories to help understand professional editing

Basics

- Correcting mixed ideas (mixed sentence structure)
- Punctuation-related changes, often with a subtle tweaking of words
- Perfection in keeping related words together
- Correcting illogical connection between introductory construction and the main clause
- Accuracy of pronoun use
- Precision in preposition use
- Perfecting intended (or inherent) parallelisms
- Eliminating needless words that may get lost in the technical jargon

Content and logic

- Ensuring subject–action correlation (when subject and action are not logical)
- Adding or modifying words in accordance with logic of associated action
- Correcting or querying wrong statements
- Correcting unintended hilarious statements
- Using singular or plural forms of sentences (when a mix of both are used)

Enhancing clarity within sentence

- Positioning statement qualifiers as necessary to provide the intended effect
- Using a set of parentheses for a pair of commas
- Using an in-text list to clarify meaning
- Simplifying garbled expressions and statements
- Simplifying meandering expressions with or without technical jargon
- Providing (adding) missing words or links
- Ensuring correctness of medical expressions
- Other subtle improvements

Effectiveness

- Placement of reference citations
- Handling *and/or* constructs

Effectiveness between sentences

- Transposing words for smooth transitions between sentences
- Correcting inappropriate transition words
- Breaking up some chunks into paragraphs