

2018 CSE ANNUAL MEETING  
**PUBLISHING**  
IN THE CHANGING CLIMATE OF  
THE RESEARCH ECOSYSTEM  
WWW.COUNCILSCIENCEEDITORS.ORG



MAY 5-8, 2018  
NEW ORLEANS, LA



**Peter J. Olson**  
• Senior Copyediting  
Coordinator, Sheridan



**Jessica LaPointe**  
• Managing Copy Editor,  
American  
Meteorological Society



**Moderator:  
Carolyn deCourt**  
• Managing Editor,  
Marketing Assistant,  
J&J Editorial, LLC

8.3 The Copy Editor-Author Relationship: A Delicate Balance  
#CSE2018

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CSE 2018 Annual Meeting  
*The Copyeditor–Author Relationship: A Delicate Balance*  
**Anatomy of an Author Query**  
May 8, 2018

**Peter J. Olson, ELS**  
Senior Copyediting Coordinator  
Sheridan Journal Services  
Waterbury, Vermont

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**The Copyeditor–Author Relationship**



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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Challenges**

**Authors have:**

- busy schedules
- tight deadlines
- a wide range of personalities, egos, and *modus operandi*

**Copyeditors must:**

- convey complex concepts using a small amount of text that maximizes reader comprehension and elicits a desired response
- resist the feeling of being dissociated from the author (which can be difficult when you aren't the one dealing with their responses)

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**Anatomy of an Author Query**  
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**Central tenets of author querying**

Author queries should be:

- clear
- concise
- accurate
- professionally worded

As necessary, use:

- standardized queries
- global queries

...**but** avoid "mixed bag" queries.

This presentation will focus more on the **how** than the **what, when, and why**.

**DISCLOSURES**

- Certain examples in this presentation may have been modified or fabricated for the purpose of demonstration.
- The sample passages used in this presentation may reflect different house styles.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Be clear**

If your query is unclear, you risk:

- confusing the author
- annoying the author
- eliciting an unclear response
- eliciting the incorrect response

... all of which can (and usually do) result in the need for additional follow-up.

**TIP:** Be aware of the format in which the author will view your queries. Will they be reviewing an [edited manuscript](#) or [annotated page proofs](#)?

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



Ultrasound (US) should be part of surveillance.... The AASLD guidelines recommend US as the primary mode of surveillance.... A study of US-United Institutions demonstrated...

Patients who were treated before 2016 were retrospectively restaged in accordance with the International Union Against Cancer TNM staging system (14).

**Editor:** Edit OK?

**Author:** I prefer the original wording.

**Editor:** Spell out TNM?

**Author:** No.

**Editor:** OK to spell out "US" ("A study of United States institutions") to avoid confusion with usage of "US" for "ultrasound"?

**Author:** Yes.

**Editor:** Per journal style, please spell out TNM.

**Author:** tumor-node-metastasis

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



Animal models of anticoagulant administration have demonstrated reductions in various types of liver injury, including hepatic ischemia reperfusion injury and APAP-induced hepatotoxicity.

**Editor:** Per journal style, please spell out abbreviation "APAP" at only mention in text.

Including *at only mention in text* means:

- A. The author is more likely to see the rationale for spelling it out
- B. The author knows that the abbreviation does not appear elsewhere
- C. The **production editor** knows A and B as well

**Editor:** When only two mentions of an abbreviation must be expanded and queried, use *at first of two mentions* and *at second of two mentions* in the two queries.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



Hmong Americans comprise 30% of all Asian Americans in Sacramento and represent the second largest Asian American subgroup (12). The Hmong population in Sacramento is the largest of any ethnic group in the city and the largest of any ethnic group in the Sacramento-San Joaquin River Delta region (13).

**Editor:** Please clarify the sentence "Hmong Americans comprise 30%..."

**Author:** I think the sentence is clear as written.

**Editor:** Please clarify the sentence "Hmong Americans comprise 30%..."; are Hmong the second largest Asian American subgroup in Sacramento?

**Author:** Yes, this is fine.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



...and in the end, there's only so much you can do:

In the abstract, the sentence beginning "Quantification of growth trends..." has been edited for clarity. Please confirm that the edits preserve your intent or amend the sentence as necessary.



Edits done to the original abstract do not improve clarity.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Be concise**

Authors often have a limited amount of time to review your queries. When possible, attempt to write concise queries that do not compromise clarity:

Please approve all edits in the following sentence: "The identification of an early mature region-binding site within SecA provides a structural handle to potentially understand how substrates with defective or missing signal peptides are accommodated for transport in certain Sec (PrI) mutants or why substitutions of multiple positively charged amino acid residues within the early mature region of substrates (so-called Sec-avoidance sequences) strongly inhibit their transport."<sup>16</sup>

**Better:**

Please approve all edits in the sentence beginning "The identification of an early mature..."

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



Consider the readability of the query:

In ref. 82, the URL "<http://www.mendeley.com/research/r-language-environment-statistical-computing-96/%5Cnpapers2://publication/uuid/A1207DAB-22D3-4A04-82FB-D4DD5AD57C28>" has been redirected to "<https://www.mendeley.com/research/r-language-environment-statistical-computing-96/%5Cnpapers2://publication/uuid/A1207DAB-22D3-4A04-82FB-D4DD5AD>." We have retained the URL "<https://www.mendeley.com/research/r-language-environment-statistical-computing-96/%5Cnpapers2://publication/uuid/A1207DAB-22D3-4A04-82FB-D4DD5AD>." Please verify the URL.

**Better:**

The URL originally supplied for reference 82 has been redirected and has therefore been replaced; please confirm the new URL or provide an appropriate replacement.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Be accurate**

Your queries to the author should reflect the edits you've made, including edits that may have changed during the course of copyediting.

In reference 35, please provide the publisher name and location.

Did you have to renumber the reference list after adding this query? If so, make sure you update the query to reflect the new numbering.

The abstract exceeds the limit of 250 words by 16 words; please provide an abstract that meets the 250-word limit.

Did you edit the abstract further after adding this query? If so, make sure you update or delete the query accordingly.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



On occasion, your queries should acknowledge that you may or may not know what you're talking about.

**Abstract:** Double-strand breaks (DSBs) are deleterious DNA lesions, and impairment of the DSB repair machinery can lead to devastating diseases, such as Nijmegen breakage syndrome (NBS).

**Text:** Here, we identify NBS1, the C. elegans ortholog of the NBS1 subunit of the human MRN (MRE11A-DNA-PKcs (MRE11A) complex), as a key mediator of DSB repair via homologous recombination during meiosis. DSB repair via homologous recombination during meiosis.

**Better:**

Abstract: Double-strand breaks (DSBs) are deleterious DNA lesions, and impairment of the DSB repair machinery can lead to devastating diseases, such as Nijmegen breakage syndrome (NBS); please also define as such at first mention.

The name of the protein (or gene) is NBS-1 (if from C. elegans) or NBS1 (in the generic case). This should NOT be treated as if it were an abbreviation for Nijmegen breakage syndrome, which is a disease.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Be professional**

Authors deserve to be treated respectfully and courteously; as a copyeditor, you represent the publisher and the publication, regardless of whether you are a staff member or a third-party vendor.

**Avoid language that is:**

- informal
- flippant
- curt
- contentious
- critical
- hostile

**TIP:** The average author is more likely to comply with a request if it is presented in a professional manner.

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**Anatomy of an Author Query**  
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One patient who had been receiving amiodarone for a long time developed grade 3 mucositis.

Can we be more specific here?

**Better:**  
Please replace "a long time" with the exact duration of the amiodarone treatment.

This association with cardiovascular disease was first reported by Zhang et al.

This is the first reference to Zhang et al. This needs to be sourced.

**Better:**  
Please provide a complete reference for Zhang et al. and number it sequentially in the reference list.

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**Anatomy of an Author Query**  
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**Standardized queries**

In addition to ensuring that all authors receive the same message, the use of standardized queries can reduce editing time, particularly for complex queries.

Please note that original reference XX was deleted because it was identified as a duplicate of original reference XX; all subsequent references have been renumbered. Please check renumbering for accuracy throughout.

The journal does not allow citations of unpublished data; the citation for unpublished data has thus been removed from the text. Please (a) provide the data as Supporting Information or (b) provide an "in press" reference if citing an article that has been accepted for publication.

Does the use of "African American" pertain specifically to American citizens who are of African descent? If not, please provide further specification; otherwise, all instances of "African American" will be changed to "black" per journal style.

**TIP:** Use Microsoft Word's feature to store standardized queries.

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**Anatomy of an Author Query**  
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**Global queries**

Use global queries to address edits that would otherwise result in an excessive and/or overwhelming number of individual queries.

Please confirm that the following references have been updated correctly per PubMed: 2, 9, 14, 35, 36, 72.

Please check all tables carefully, including titles, headings, footnotes, and footnote symbols, to confirm that all edits preserve your intent.

Please confirm that all mentions of the FOXP4 gene have been italicized correctly throughout.

**TIP:** Avoid queries that may elicit an incomplete/incorrect response from the author (e.g., "Please provide locations for all manufacturers mentioned in the text.").

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**“Mixed bag” queries**  
Avoid queries that address multiple specific requests, particularly if the queries are lengthy and/or unrelated.

Please (i) review the author affiliation and footnote symbols carefully, (ii) check the order of the author names, and (iii) check the spelling of all author names, initials, and affiliations. To confirm that the author and affiliation lines are correct, add the comment “OK” next to the author line. This is your final opportunity to correct any errors prior to publication. Misspelled names or missing initials will affect an author’s searchability. Once a manuscript publishes online, any corrections (if approved) will require publishing an erratum; there is a processing fee for approved erratum. **Also, please expand CSIRO and CEF.**

Please expand the abbreviations CSIRO and CEF in the affiliations.

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**In closing**

- Queries should be:
  - clear
  - concise
  - accurate
  - professionally worded
- Use standardized queries to promote consistency and accuracy while reducing editing time
- Use global queries to address “common thread” requests
- Avoid “mixed bag” queries

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**Anatomy of an Author Query**  
Peter J. Olson, ELS



**Thank you!**

**Peter J. Olson, ELS**  
Senior Copyediting Coordinator  
Sheridan Journal Services  
Waterbury, Vermont  
peter.olson@sheridan.com




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#CSE2018

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**THE COPY EDITOR-AUTHOR RELATIONSHIP:  
A DELICATE BALANCE**

Editing the Work of ESL Authors

CSE Annual Meeting  
May 2018

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**JESSICA LAPOINTE**

- Copy editor in the American Meteorological Society (AMS) Publications department since 2007
- Managing copy editor at AMS, overseeing a team of 10 full-time copy editors
- A member of the Council of Science Editors since 2012
- Currently serving as the copy chief for *Science Editor*

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MAINTAINING THE DELICATE BALANCE



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A HIDDEN PART OF THE SCHOLARLY PUBLISHING ECOSYSTEM



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MYTH # 1:  
Papers from Asia present a particular challenge

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**MYTH #2:**  
Extensive English language education  
eliminates problems



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**MYTH #3:**  
Copy editors prefer to edit the work of  
native English speakers



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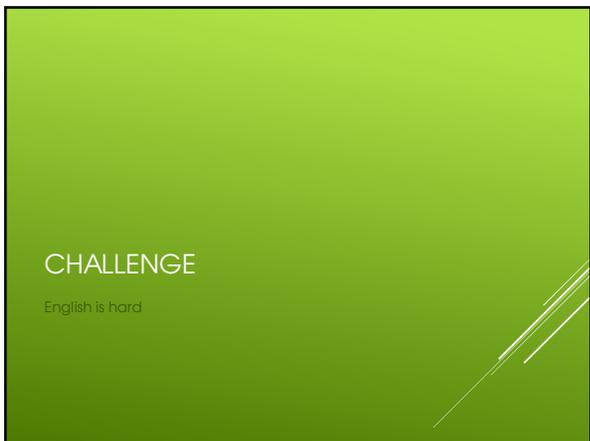
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**CHALLENGE**  
English is hard



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**CHALLENGE**  
It's not exactly wrong, but . . .

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*The trend observed during the last years is in fact an encouraging signal, even if limited, of the possible effects of the EU air pollution control strategy.*

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*The trend observed during the last years is in fact an encouraging signal, even if limited, of the possible effects of the EU air pollution control strategy.*

*The trend observed during recent years is in fact an encouraging, albeit limited, sign of the possible effects of the EU air pollution control strategy.*

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Starting from late afternoon the wind turned from westerly to northerly.



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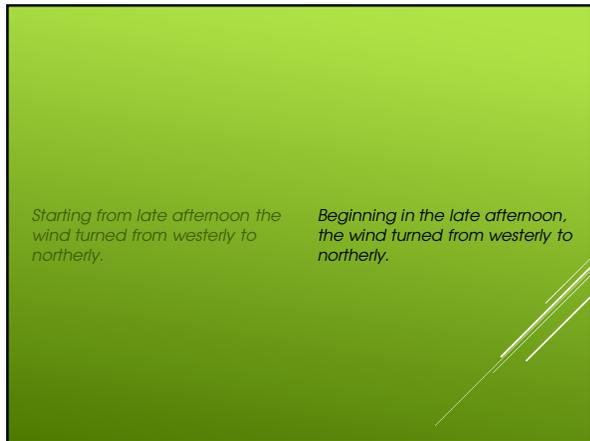
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Starting from late afternoon the wind turned from westerly to northerly.

Beginning in the late afternoon, the wind turned from westerly to northerly.



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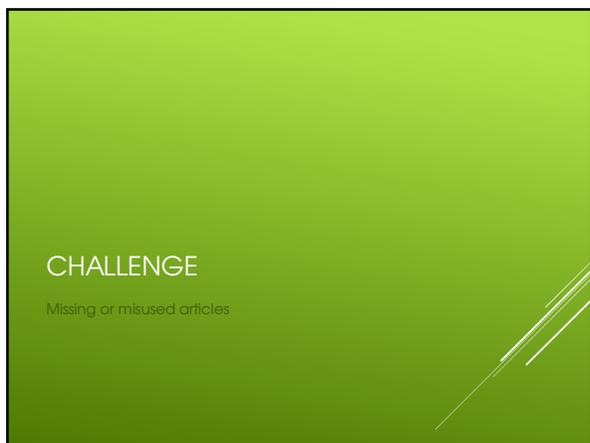
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**CHALLENGE**

Missing or misused articles



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The tracks of strong cyclones are also typically in northeastward direction.

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The tracks of strong cyclones are also typically in northeastward direction. The tracks of strong cyclones are also typically in the northeastward direction.

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**CHALLENGE**  
Preposition confusion

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*This could be associated to the higher ozone concentration detected over the Gulf of Naples.*

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*This could be associated to the higher ozone concentration detected over the Gulf of Naples.*

*This could be associated with the higher ozone concentration detected over the Gulf of Naples.*

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**CMoS section 5.191:**  
**List of words and the prepositions construed with them**

**accompanied** (adj.): by (not *with*) (something or someone else)

**based** (adj.): on (preferably not *upon*) (a premise); in (a place; a field of study); at (a place)

**center** (vb.): on, upon (not *around*) (a primary issue)

**dissimilar** (adj.): to (not *from*)

**identical** (adj.): with (preferred by purists), to (something else)

**off** (prep. & adv.): *none* (not *of*)

**trade** (vb.): for ("swap"); in ("sell"); with ("do business with"); at ("patronize"); in (certain goods); on ("buy and sell at")

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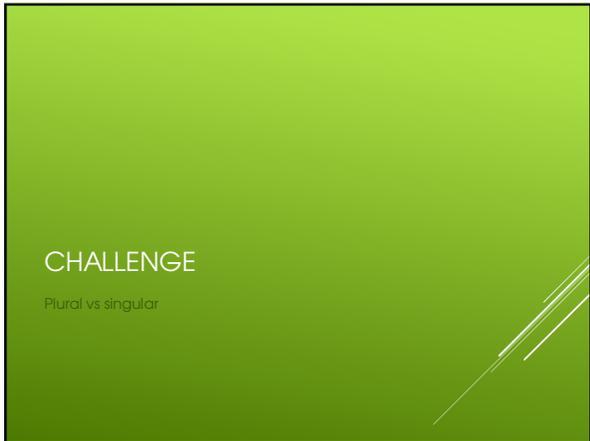
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CHALLENGE

Plural vs singular



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*The criteria is verified for both variables, and a model is termed good if it meets both criterion.*



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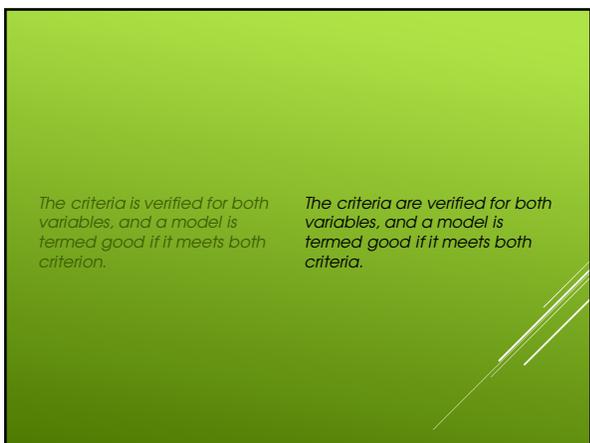
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*The criteria is verified for both variables, and a model is termed good if it meets both criterion.*

*The criteria are verified for both variables, and a model is termed good if it meets both criteria.*



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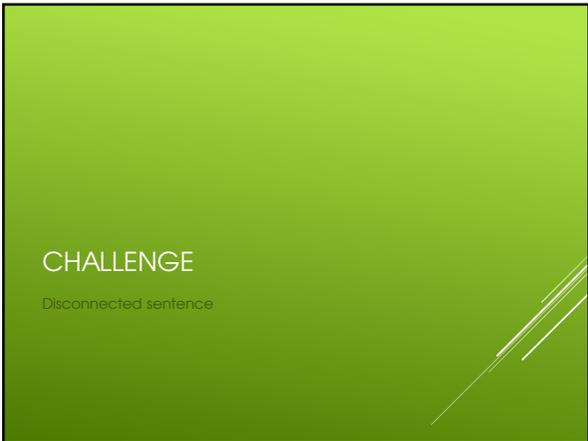
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CHALLENGE

Disconnected sentence



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*Doing so, the persistence is reduced, though the impact is not as large as the seasonal signal.*



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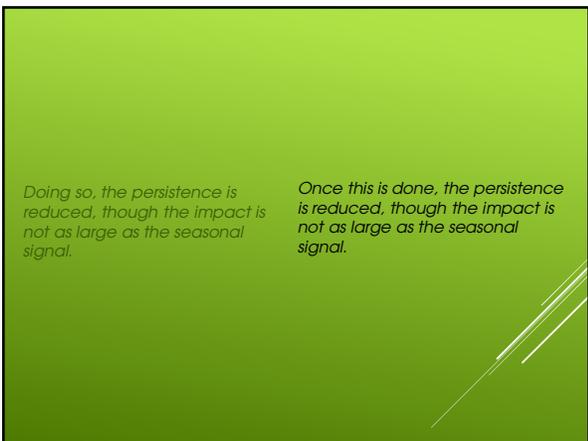
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*Doing so, the persistence is reduced, though the impact is not as large as the seasonal signal.*

*Once this is done, the persistence is reduced, though the impact is not as large as the seasonal signal.*



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**CHALLENGE**  
Unnecessary use of "respectively"

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*Warm temperatures are denoted by red shading and cool temperatures are denoted by blue shading, respectively.*

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*Warm temperatures are denoted by red shading and cool temperatures are denoted by blue shading, respectively.*

*Warm (cool) temperatures are denoted by red (blue) shading.*

or

*Warm and cool temperatures are denoted by red and blue shading, respectively.*

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CHALLENGE

Missing object with transitive verbs



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*This new model allows to make more accurate forecasts.*



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*This new model allows to make more accurate forecasts.*

*This new model allows us to make more accurate forecasts.*

or

*This new model makes more accurate forecasts possible.*



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CHALLENGE

Word choice



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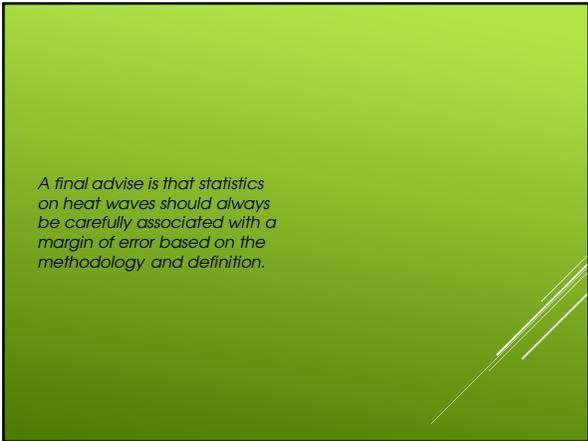
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*A final advise is that statistics on heat waves should always be carefully associated with a margin of error based on the methodology and definition.*



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*A final advise is that statistics on heat waves should always be carefully associated with a margin of error based on the methodology and definition.*

*A final recommendation is that statistics on heat waves should always be carefully associated with a margin of error based on the methodology and definition.*



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OTHER COMMON CHALLENGES

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USE OF BRITISH SPELLINGS

Keep a list of terms so you can easily search and replace:

- amidst—amid*
- amongst—among*
- analyse—analyze*
- centre—center*
- colour—color*
- grey—gray*
- parametrization—parameterization*
- towards—toward*

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“SIMILAR” VS “SAME”

*A same peak exists in March and a different peak in October.*

*A similar peak exists in March and a different peak in October.*

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### E.G. (FOR EXAMPLE) VS I.E. (THAT IS)

Check context for clues (are they providing an example of a group of items, or are they defining the item or group?) or query the author for clarification

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### MISUSE OF "ET AL." IN-TEXT CITATIONS

Most commonly, the author uses "et al." for citations with one or two authors but omits it for citations with multiple authors (Cheng (2012) vs Cheng et al. (2012)).

Make the edit that seems to make the most sense (that matches the references), and query the author to confirm

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### COUNT NOUNS VS MASS NOUNS

Watch for terms like *researches*, *informations*, and *literatures*, or, alternatively, "many literature" or "numerous research."

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## HYPHENATION

Cardinal directions:

- o north-western
- o south-easterly
- o south-west

Other terms:

- o on-line
- o no-one
- o electro-magnetic

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## BEST COPYEDITING PRACTICES

- o Use a light touch
- o Take your time
- o Talk to the author
- o Craft detailed queries
- o Be prepared to explain your decisions

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## ADVICE FOR EDITORS

- o Have faith in your authors and assume good intentions
- o Consider your objectives: Are you educating your authors or simply correcting errors in the text (or both)?
- o Remember how confusing English can be even for native speakers

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### ADVICE FOR AUTHORS

- Keep it simple
- Talk to your editors
- Have a native speaker read your paper before submission and at revision stage
- Read through the Author's Guide and ask for clarification

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### QUESTIONS OR COMMENTS:

[jlapointe@ametsoc.org](mailto:jlapointe@ametsoc.org)

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