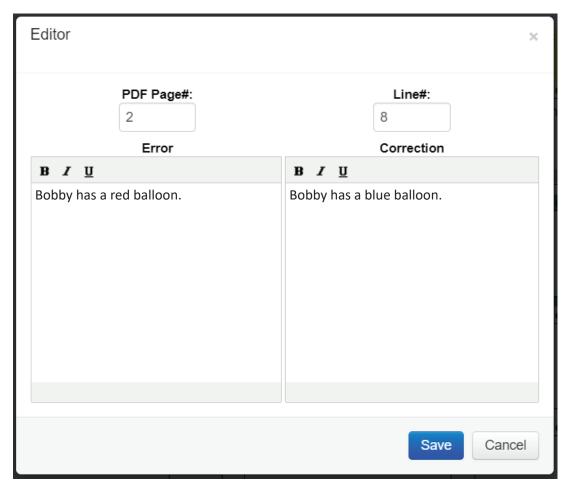


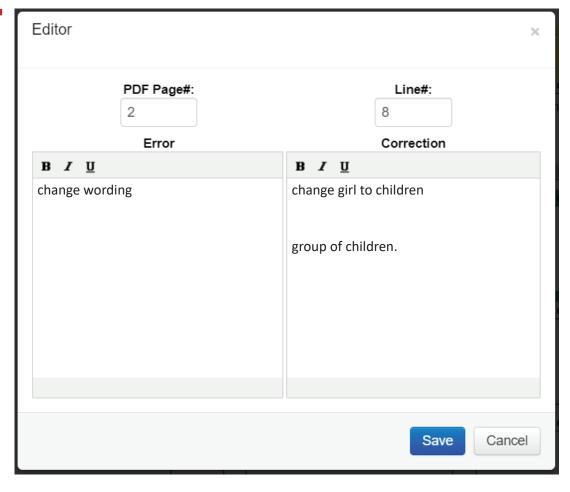
Please do NOT use 1 word edits.



#### HOW IT SHOULD LOOK

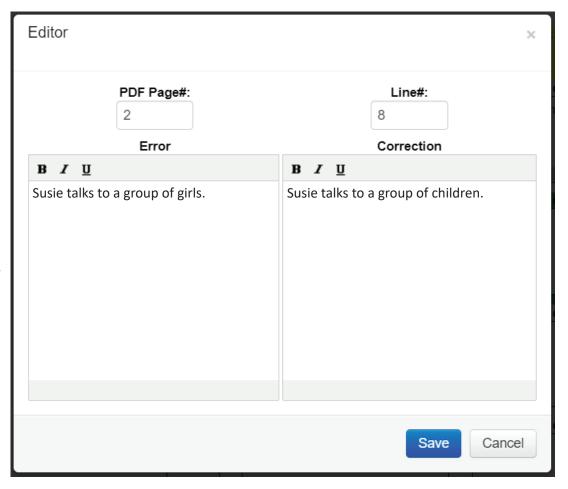
Please use full, complete sentences.

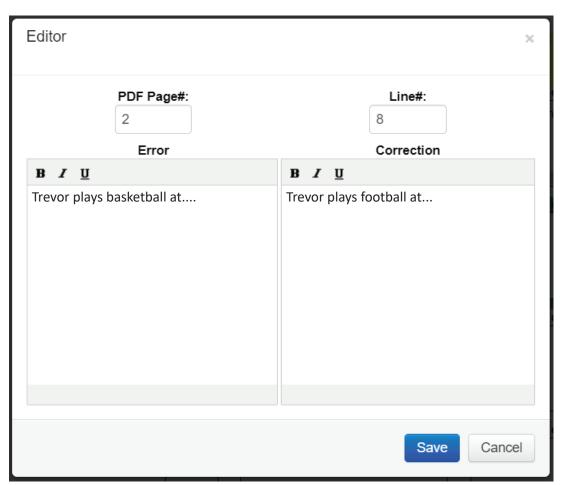
Please do not include instructions if it's only a text change. Again, use full, complete sentences in both boxes.



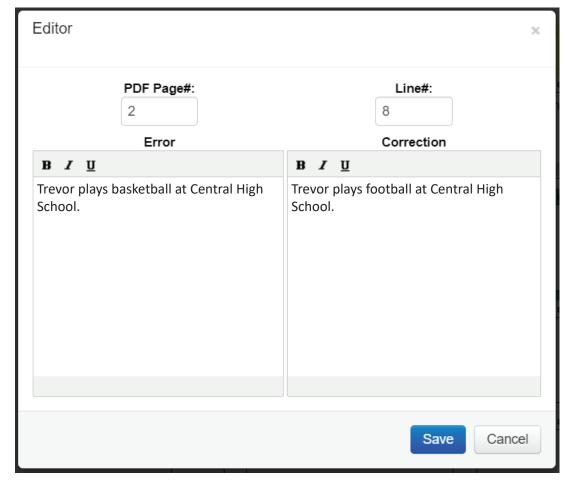
#### HOW IT SHOULD LOOK

If you only have text or punctuation changes, only use the full, complete sentence. Any additional text or instructions is extra work for you that we don't need and can cause confusion and extra edits later.





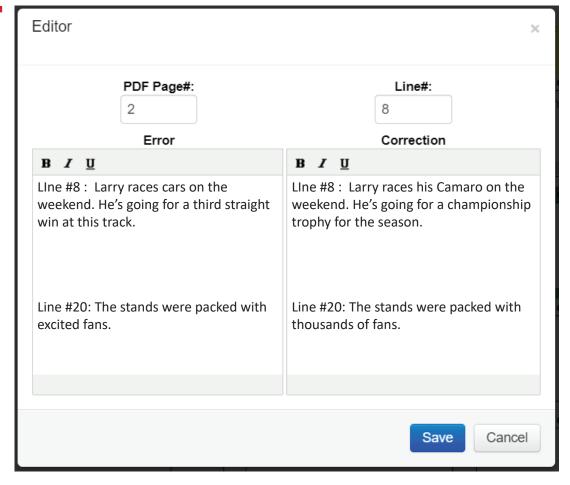
Please do not use ... or etc. or anything that states the text is only part of a sentence. This can lead to extra edits later.



#### HOW IT SHOULD LOOK

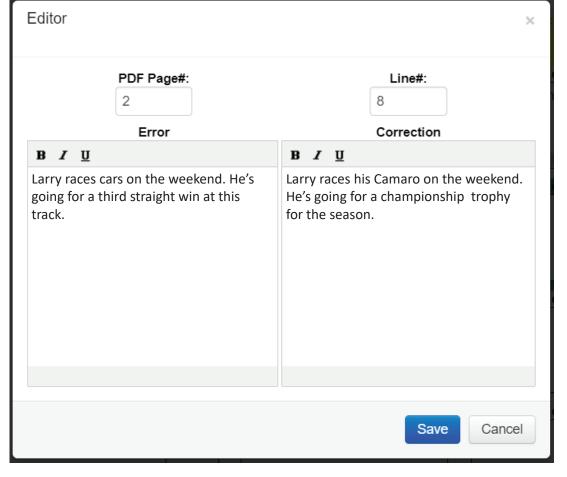
Again, please use only the text that is changing, using full, complete sentences.

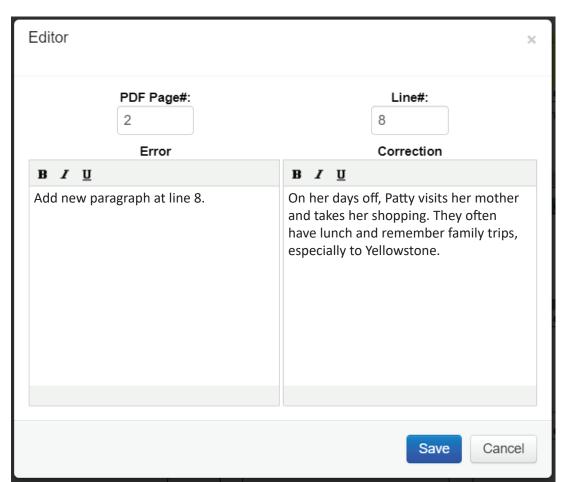
Please do not include multiple edits in 1 edit box. While you can have multiple sentences in 1 edit box, they must be in the same paragraph or without text gaps. See the first edit in the box, which shows 2 sentences back to back with edits.



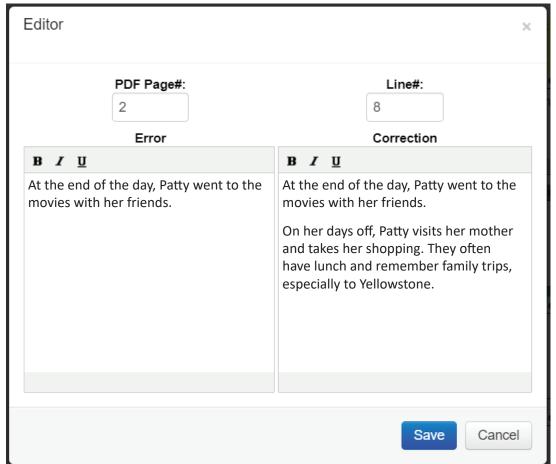
#### HOW IT SHOULD LOOK

Only single edits in a box. Multiple edits can be mixed by the editor. Plus you will still be charge for these edits. You are not saving money by combining edits.





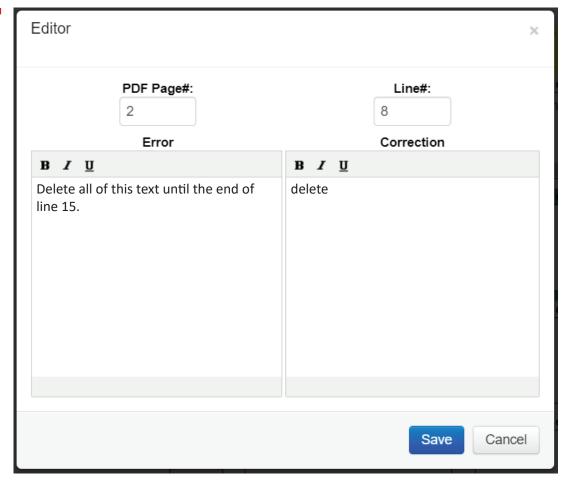
If you are adding a paragraph, please do not just put the new text. During previous edits, text can shift lines, so what was line #8 could now be line #15. This could put the text in the wrong spot. Also, your line #8 might not be the same as the editor line number. Did you count the headers, titles or blank lines? This too can cause errors.



#### HOW IT SHOULD LOOK

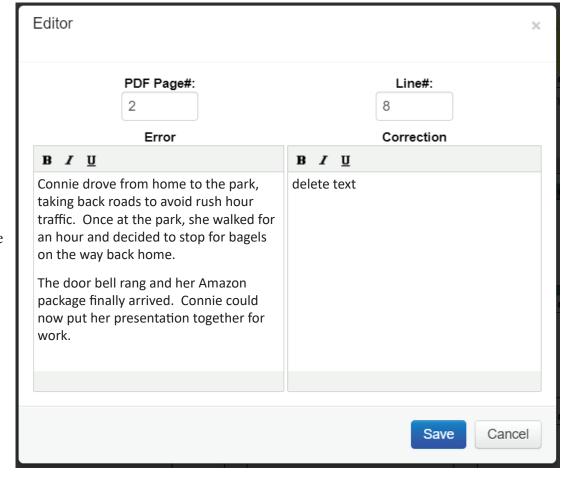
If adding a new line or whole paragraph, it's best to start with the line that the new text is to follow. If it is a new paragraph, please be sure that you use a hard return "enter key" to show a new paragraph, like in this example.

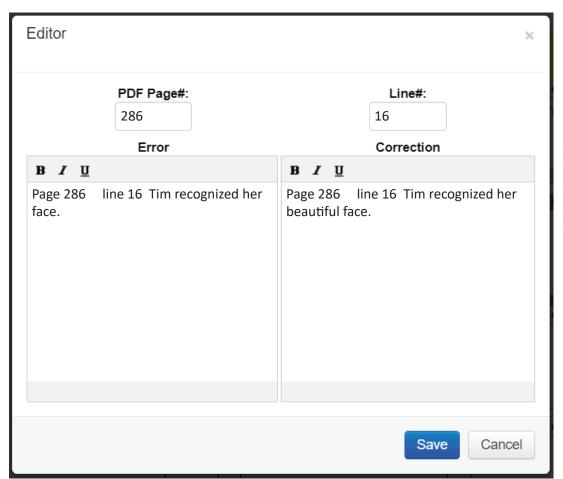
If you are deleting text and not replacing with new text, please put the text that is to be deleted.



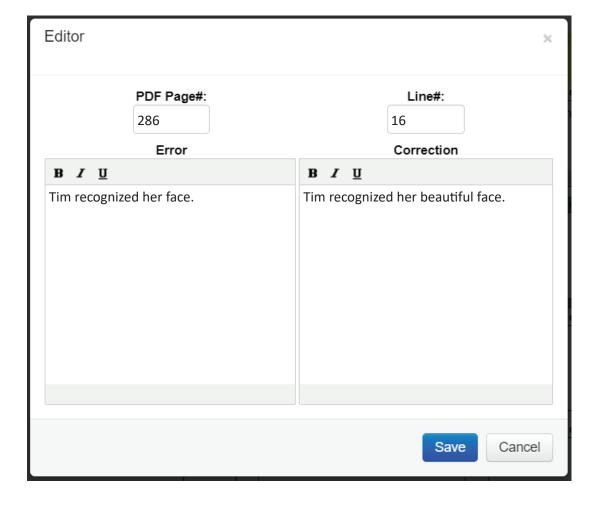
#### HOW IT SHOULD LOOK

Showing the complete text that is to be deleted will avoid confusion and extra edits later. In this "correction" box, it is perfectly fine to use instructions since you are not adding new text.



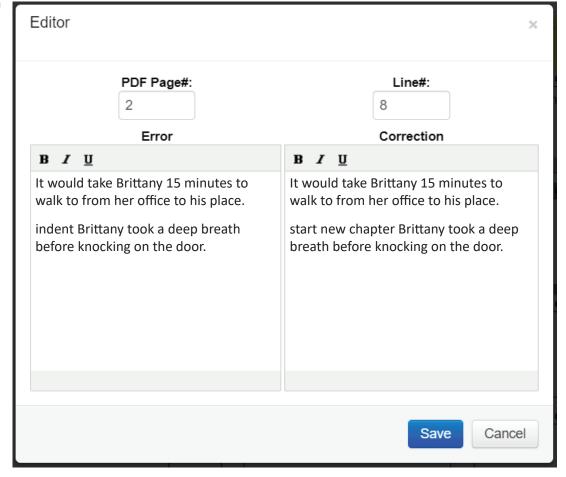


Please do not repeat the page number and/or line number in the edit boxes. There is just extra work for you and is distracting to the editor.



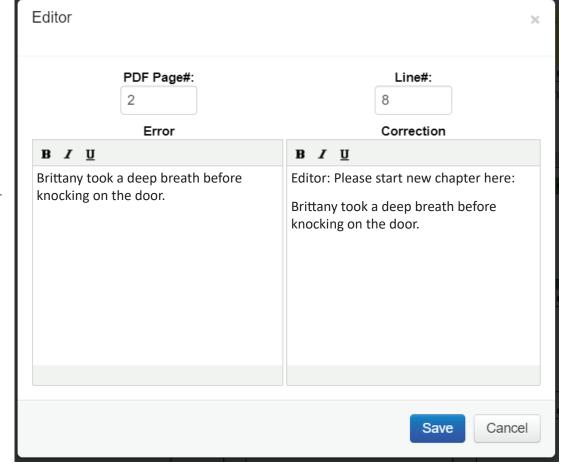
#### HOW IT SHOULD LOOK

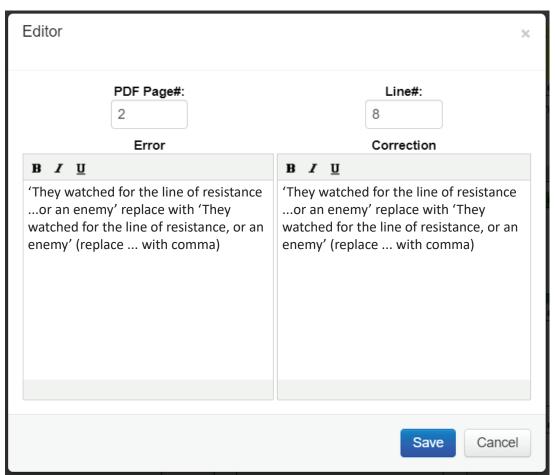
Do not add instructions mixed in with the body copy text. The instructions could be missed by the editor or even end up in the book.



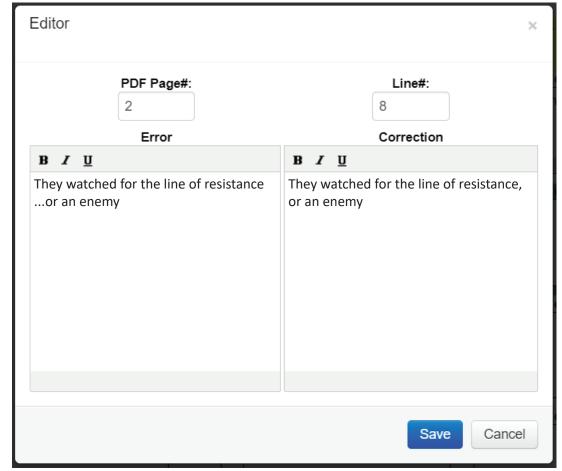
#### HOW IT SHOULD LOOK

If you must add instructions, please put it at the start of the box. Adding the word "Editor" at the start will help draw attention to it.





Please do not use a single or double quotation mark to show the sentene if it is not a quote. Do not put both the incorrect and corrected text in the same box. Do not include extra instrutions if it's just changing text or puncutation.



#### HOW IT SHOULD LOOK

While this is not a full sentence, it is a full line from a paragraph. This is clear and concise with nothing confusing or extra text that could end up in the book.