Faculty Publishing Service

Getting Started with the Faculty Publishing Service

Our Purpose

The Faculty Publishing Service benefits not only you but also our editing interns. Our student interns edit your project, and then experienced editors review the work, make additional changes if needed, and provide feedback to the interns.

In the end, you receive professional-quality work and our students receive mentoring that prepares them for publication positions after they graduate.

Our Capabilities

We assist BYU faculty and staff with a variety of publication and production tasks, including the following:

- Copyediting
- Substantive editing
- Proofreading
- Transcription
- Indexing
- Cover and page design
- Typesetting and page layout
- Creation of print-ready files

As our schedule allows, we can also help with other publication-related tasks—just let us know what you need!

Types of Work Accepted

Suzy Bills
Director
801-422-1719
suzy_bills@byu.edu

Aaron Ostler
Managing Editor
byu.fps@gmail.com

You may submit **any projects related to your professional work,** including journal articles, books, edited volumes with content written by outside contributors, faculty portfolios, and reports.

There is no limit to the number of pages or projects you are allowed to submit in a calendar year.

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Initial Project Request

When your manuscript is ready, please email it as an attachment to Scarlett Lindsay, the editing manager, at byu.fps@gmail.com.

In the email, please provide any information we'll need to complete your project successfully, including the following:

- **Level of editing**

  Are you looking for just a copy edit addressing grammar, spelling, punctuation, and usage, or are you also interested in edits for clarity or organization?

- **Style requirements**

  What style guide should we use when editing/formatting the text and references—Chicago, MLA, APA, or a publisher-specific style? (If a publisher-specific style, please include a link to the relevant information on the publisher's website.)

- **Return preferences**

  For multipart projects, do you prefer to have the parts returned as they're completed or to receive the entire finished work at once?

- **Timeline**

  Do you have a fixed deadline, or do you have some flexibility?

We generally respond to project requests within 2 business days.

Setting a Deadline

After we review your manuscript, we'll give you an estimate of the time required.

We accept projects on a **first-come, first-served basis**, and our turnaround time for your project depends on our current project load. In general, please plan on 3–4 weeks for article editing, 2–4 months for book editing, 2–4 weeks for indexing, and 2–4 weeks for typesetting.

We sometimes have space in our schedule for rush jobs, so don't hesitate to ask if we can fit in your project! We'll try to accommodate your schedule.

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Editing Principles

We prefer to **edit manuscripts electronically** using Microsoft Word's Track Changes function. However, at your request, we will edit a PDF using Adobe's commenting tools or will edit by hand on a hard copy.

Our copyedits focus on **grammar, usage, spelling, and punctuation**. At your request, we can also check for clarity of expression and/or organization and logic.

Making more-aggressive edits, such as to reduce word count, formatting manuscripts according to publisher specifications, evaluating responses to reviewer comments and then making appropriate changes, and writing content, may be **approved on a case-by-case basis**, depending on our schedule. (These tasks generally have longer turnaround times as well.)

We generally **do not verify the accuracy of content or sources**, and we are generally unable to check manuscripts for plagiarism. We are also unable to edit equations, formulas, and foreign languages for accuracy.

We review any citations to ensure that those included in the text appear in the reference list. Though we do not check sources for accuracy, we will **format the citations to match** the documentation style of the target publication.

Receiving the Completed Project

Once our team of students and editing professionals has reviewed your manuscript, we will send you an email with the completed file attached. In addition to any edits, the file may contain comments with suggestions or concerns.

At this point, it's time for you to go through the finished manuscript, accepting and rejecting the tracked changes. Although we are extremely careful in our edits, occasionally our suggestions may not fit your personal style or intended meaning; in these instances, please reject the changes.

Ultimately, the finished work is the responsibility of the author.

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Levels of Editing

Proofreading

We focus on correcting minor typographical and mechanical errors. Proofreading generally occurs on a typeset hard copy or PDF.

- We check for missing punctuation and words that are out of place.
- We address any issues with design, layout, and formatting.

Copyediting

We focus on correcting grammar, spelling, syntax, capitalization, punctuation, hyphenation, and overall correctness and consistency.

- Limit edits to those recommended by specific authoritative sources (e.g., a dictionary, style manual, or usage manual).
- Revise for consistency in terms and names, spelling, capitalization, abbreviations, and numbers. We also edit for parallel structure.
- Apply a specific publication style (e.g., APA, Chicago) to the text and references.
- Cross-check references, tables, figures, and other features for consistency with callouts in the text.
- Upon request, tighten up wordy text and smooth awkward and unclear phrasing.
- Upon request, make organizational suggestions in comments.

Substantive Editing

We focus on shaping the structure, language, and presentation to best serve the readers and the author's intended purpose.

- Eliminate repetition.
- Rework sentences for better flow and readability (no significant rewriting or restructuring).
- Suggest rewrites in limited segments of text to improve flow of information and readability. (Does not involve significant writing.)
- Reorganize paragraphs or entire sections to clearly develop an argument, or make organizational suggestions in comments.
- Revise text formatting to improve presentation.

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