EDITING WORKFLOW

This workflow chart illustrates the typical workflow
for language editing and copyediting. It does not cover supplementary
services such as design, typesetting, proofreading or indexing.

CLIENT COMMISSION
The Client proposes an editing project

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INITIAL ANALYSIS
A Bourchier project manager analyses the project in detail & defines the editorial brief

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THE CONTRACT
The Client & Bourchier agree the editorial brief, costs & schedule

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EDITOR SELECTION
The project manager selects an editor with the appropriate skills and subject-matter expertise

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QUALITY CHECK
The project manager reviews the edited text & gives feedback to the editor before Author review

↓ ↑ ↓   **Call for revision**

AUTHOR REVIEW
The Author/s and Client review the complete edited text

↓ ↑ ↓   **Call for revision**

TIDY-UP
The project manager or editor incorporates Author and Client comments; final quality checks

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SIGN-OFF
Completed project to the Client; Client sign-off