

## What is Editing?: A Brief Description of the Process and Types of Editing

Dave Naobumi<sup>1</sup> and Kira Reuters<sup>2</sup>

### Abstract

Editing is the process of selecting and preparing written, visual, audible, and film media used to convey information. The editing process can involve correction, condensation, organization, and other modifications performed with an intention of producing a correct, consistent, accurate, and complete work. The editing process often begins with the author's idea for the work itself, continuing as a collaboration between the author and the editor as the work is created. As such, editing can involve creative skills, human relations, and a precise set of methods.

**Keywords:** Editing, Publishing Industry, Academic Editing, copyediting.

**Comment [Enago1]:** Alignment of Title changed to Centre

**Comment [Enago2]:** Incorrect use of punctuations

**Comment [Enago3]:** Font changed to Times New Roman, 12 pt

**Comment [Enago4]:** Author details added as a footnote

**Comment [Enago5]:** Format of author information changed in footnote

**Comment [Enago6]:** Section title indentation changed

**Comment [Enago7]:** Spelling mistake correction

**Comment [Enago8]:** Serial comma added to follow American convention

**Comment [Enago9]:** Line spacing changed to Double

**Comment [Enago10]:** Double spacing removed

**Comment [Enago11]:** Straight quote change to curly quote

**Comment [Enago12]:** Unnecessary repetition

**Comment [Enago13]:** Serial comma added to follow American convention

**Comment [Enago14]:** Indentation changed

**Comment [Enago15]:** Casing corrected

**Comment [Author16]:** Page numbers added in the right bottom corner

<sup>1</sup> Dave Naobumi  
Department of X, ABC University, California, USA  
<sup>2</sup> Kira Reuters (Corresponding Author)  
School of Y, DEF University, California, USA  
e-mail: [emailaddress@domain.com](mailto:emailaddress@domain.com)

## 1. Introduction

~~There are~~ Various editorial positions exist in publishing. Typically, one finds editorial assistants reporting to the senior-level editorial staff and directors who report to senior executive editors. Senior executive editors are responsible for developing a product for its final release. The smaller the publication, the more these roles overlap.

The top editor at many publications may be known as the chief editor, executive editor, or simply the editor. A frequent and highly regarded contributor to a magazine may acquire the title of editor-at-large or contributing editor. Mid-level newspaper editors often manage or help to manage sections, such as business, sports, and features. In U.S. newspapers, the level below the top editor is usually the managing editor.

**Comment [Enago17]:** 1.New section starting on a different page  
2.Line numbers added

**Comment [Enago18]:** Spelling mistake corrected

**Comment [Enago19]:** 3.Section Title indentation changed.  
4.Section number added.

**Comment [Enago20]:** Change made for better readability

**Comment [Enago21]:** Double column changed to single column

**Comment [Enago22]:** Serial comma added to follow American convention