Appendix 1. Copyediting terminology with tone and editing categories.

Type of Editing	Editing Subtype	Positive	Neutral/Unknown	Negative
Substantive/content	*Accuracy*	is accurate accurately		not accurate inaccurate
	Clarity	is clearly presented clearly describes is clear are clear clearly presents is clearly written is clearly described	clarity	unclear not clear clarify needs clarification confusing confusion not clearly discussed not clearly written not clearly described does not clearly present not clearly presented
	Organization	is well organized is a nicely organized is nicely organized is a well organized has nice flow is coherent has good flow good transitions has cohesion is cohesive	organization cohesiveness coherence transition	reorganize needs reorganization condense simplify incohesive not well organized shorten does not flow needs transitions lacks transitions not coherent incoherent lacks cohesion
	Readability	is easy to follow is easy to read is readable good readability		difficult to follow not easy to follow hard to follow difficult to read not easy to read lacks readability hard to read
	Exposition	is well described is well detailed sufficient detail sufficiently described well explained nice detail good detail	phrase sentence structure succinct explain explaining	not well described wordiness too short too long wordy needs more detail needs more explanation needs more description lacks explanation lacks description not well detailed
	Audience		audience	
Grammar/usage	*Writing*	nicely written is a well polished is well written is a well written is well polished	quality of writing quality of the writing write up writeup	rewrite re write poorly written unpolished
	Consistency	is consistent are consistent	consistency	inconsistency inconsistent
	Redundancy			redundant redundancy
	Word choice		word choice terminology language	

	Acronyms		acronym acronyms abbreviation abbreviations	
	Ambiguity			ambiguity
	Semantics		semantic semantically	
	Usage		usages usage	
	Grammar		grammar	grammatical errors grammatical error
	Jargon			jargon
Mechanical/proofreading	Typos and punctuation		punctuation	typographical error typographical errors typo typos
	Spelling			misspell misspelling misspellings misspelt misspelled
	Title		title	
	Labels and captions		labels labeled label captions caption notation	
	Size			enlarge
	Formatting		formatting	
	Figures, tables, and appendices		figure figures fig table tables appendix appendices	
	Image quality			blurry
	Correctness			incorrectly incorrect
	Color		color	
Reference/fact-checking	Citations and bibliography		citations citation reference references bibliography	
	Cross references		cross reference cross references	
	Verification		verification verify	
Overall	Edits		edit edits editing	