

# HOW CAN A COPY EDITOR IMPROVE YOUR REPORTS?

## PART THREE: COMPLETENESS

The copy editor will check that your report is **complete** and **accurate**, raising a query if something is missing or doesn't seem right.

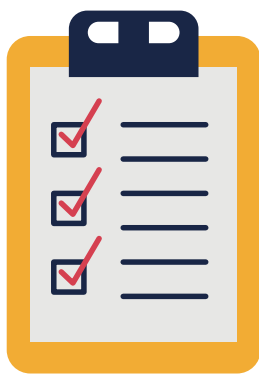
Here are a few things that your copy editor will have on their radar.



### PRESENT AND CORRECT

**Are any elements missing from your report?**

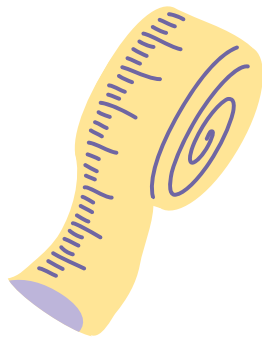
Does the text refer to a page or annex that's nowhere to be found?



### LENGTH

**Is the report too long, and is any information redundant?**

The editor may suggest including a bibliography or adding an appendix for supporting material.



### ACCURACY

**Are there any obvious factual errors or inconsistencies?**

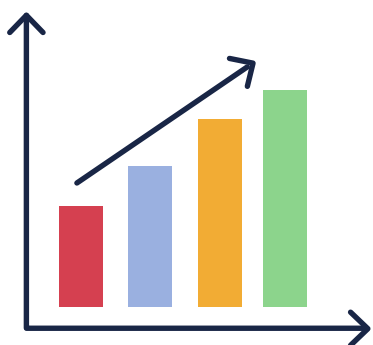
The usual suspects include names, dates and the spelling of company names or organisations.



### GRAPHS & ILLUSTRATIONS

**Are all the graphs, illustrations and tables included?**

And are they numbered and labelled correctly?



WATSON EDITORIAL HELPS BUSINESSES TO GET THEIR MESSAGE ACROSS CLEARLY AND ACCURATELY. VISIT OUR [WEBSITE](#) TO FIND OUT MORE.

[PART ONE: CLARITY](#)

[PART TWO: CONSISTENCY](#)