

HOW CAN A COPY EDITOR IMPROVE YOUR REPORTS?

PART TWO: CONSISTENCY

Your copy editor will check for **consistency** to ensure that your content is **accurate** and **engaging**.

Here are some of the questions your editor will ask themselves as part of their copy edit.



NUMBERS

Is numbering used consistently throughout the report?

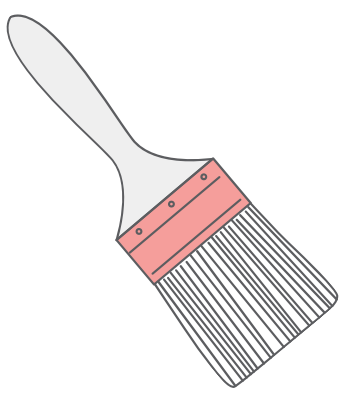
Usually, numbers one to nine are written out, while numbers 10 and above are given in figures.



CONTENT

Does the text contain any contradictions?

For example, do statistics mentioned in the text tally with accompanying graphs or tables?



FORMATTING

Is formatting used consistently throughout the report?

Are features such as headings styled consistently? Is **bold** or *italic* font used for emphasis?



SPELLING

Are spelling rules applied consistently?

For example, the editor will ensure consistent use of British or American spelling.



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