

COPYEDITING & PROOFREADING

YOU'RE THE EXPERT

#CHARITYWRITECOMMS





You may be in the department for between
and five hours for this test.

You may be in the department and five hours for this test.

As a busy University hospital department, we have to deal with complex and emergency cases on a regular basis, which can sometimes cause delay. In these instances we will keep you informed of the progress of your case and ask you to wait for your patient.

You may take your regular medication with you, please bring a list of your regular medication with you to the hospital. If you are taking any medication, please tell the endodontist.

Are there any risks?

When a polyp is removed, the risk of bleeding is approximately 1:100. If bleeding occurs, it usually stops spontaneously and no further treatment is required. Very rarely (approximately 1:1000), the bowel wall can be perforated. Occasionally, observation is sufficient.

Please note: 4 weeks after the abdominal pain pass blood from medical advice the endoscopy advice then department

When wi

You may take your regular medicine, please bring a list of your medications to the hospital. If you are taking Warfarin, please tell the endoscopist or endoscopy nurse in the endoscopy department well before the test as it may increase the risk of bleeding during the procedure.

The doctor or nurse will explain you and you will be asked to sign giving permission to have the procedure. At this time you will be given the opportunity to ask any questions.

Will I be given sedation?

We give you the choice of whether to receive sedation for the exam. You can choose to have sedation, a special gas is inserted into either your mouth or nose. Sedative medication to be given through the nose. This will make you feel relaxed. Your pulse rate and oxygen saturation will be monitored during the examination. We can give you extra oxygen through a small tube in your nose. We try to keep you as comfortable as possible (this is called conscious sedation). Please tell us if there is any discomfort to yourself, for example from the mask. A special gas (enters the lungs) in and out can also be used. We will try to avoid any discomfort or pain.

What is colonoscopy?

Colonoscopy is a test, which allows the doctor/nurse endoscopist to look directly at the lining of the large bowel (colon).

Before the examination

Prior to coming to the endoscopy unit for your colonoscopy you will be sent information about taking bowel preparation in the post or be given the preparation when you come to the unit to make your appointment. It is necessary for you to take strong laxatives (bowel preparation) to remove stool from the colon so that the doctor/nurse endoscopist can see clearly. The diet regime you need to adopt and how to take the bowel preparation prior to your colonoscopy is explained in the 'Bowel Preparation' sheet. On the day of your colonoscopy, if you feel the bowel preparation has not worked, for whatever reason, please let one of our nurses know.

If you are a diabetic, it is important that you contact the endoscopy department as soon as you receive your appointment letter. There is a special regimen to follow to ensure you maintain control of your diabetes. We will also arrange for your appointment time to be changed to as early in the morning as possible to enable you to restart your normal diabetic medication doses.

I'M CONFUSED!



Major disruption at London Bridge this evening 15th October

There is major disruption at London Bridge station this evening. The station is extremely busy with crowding expected.

The disruption is due to the need to examine the lines after a person was reported to have operated a door egress and alighted from the train outside London Bridge station. Disruption will continue until close of service with delays of 40 mins / train

Check before you travel at nationalrail.co.uk

a person was reported to have operated a

door egress and alighted from the train

I'M ASTOUNDED!

WHO DOES THE PLAN COVER?

You

Your age

Your husband's age

Chosen retirement date

Where we say "Your husband", this should be your
dependant or your civil partner, as appropriate

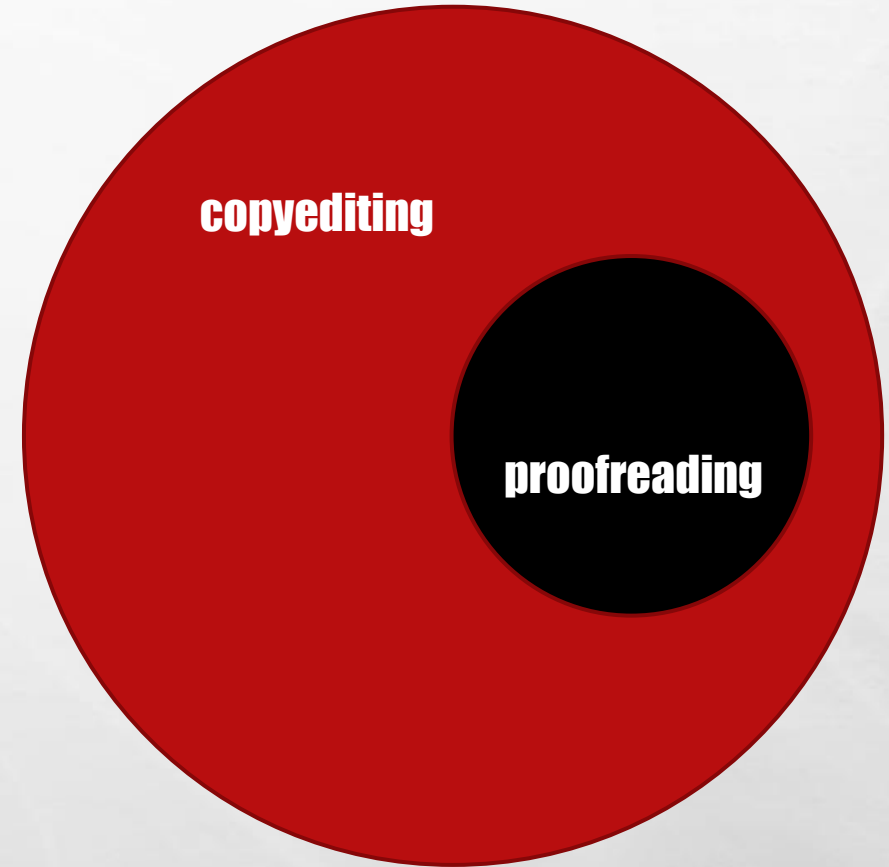
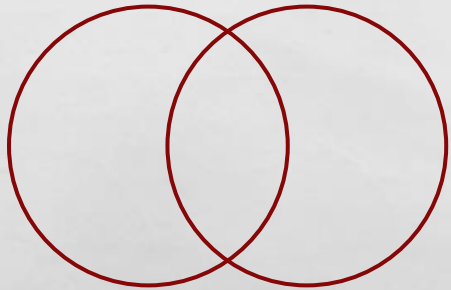
WHAT WILL THE PAYMENTS BE

OOPS!



WHAT'S TO BE DONE?

WHICH IS WHICH?



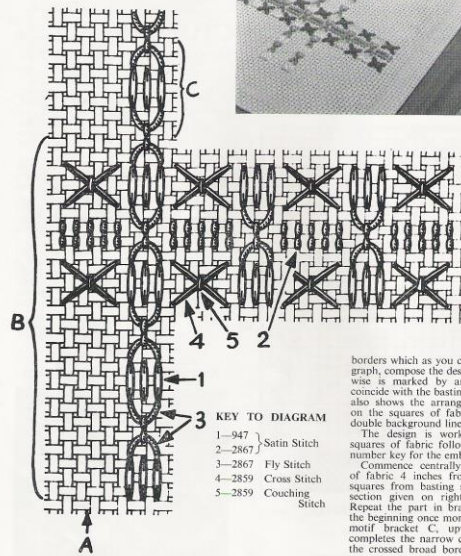
COPYEDITING

- ☐ **SPACE AND TIME**
- ☐ **LEAD WITH YOUR LEAD**
- ☐ **AUDIENCE FIRST**

PROOFREADING

- ☐ **GET YOUR FACTS RIGHT**
- ☐ **SAVE FACE**
- ☐ **BE CONSISTENT**

A quickly sewn Binca Runner



- KEY TO DIAGRAM**
- 1—947 } Satin Stitch
 - 2—2867 } Fly Stitch
 - 3—2867 } Cross Stitch
 - 4—2859 } Couching
 - 5—2859 } Couching

borders which as you can see from the photograph, compose the design. The centre lengthwise is marked by arrow A which should coincide with the busting stitches. The diagram also shows the arrangements of the stitches on the squares of fabric represented by the double background lines.

The design is worked over the counted squares of fabric following the diagram and number key for the embroidery.

Commence centrally on one narrow end of fabric 4 inches from lower edge and 3 squares from busting stitches and work the section given on right-hand side of fabric. Repeat the part in bracket B upwards from the beginning once more, then work the small motif bracket C, upwards 7 times. This completes the narrow central border between the crossed broad borders. Work this whole

You need: Clark's Anchor French, 4 hanks 2867 and 3 hanks 2859; Clark's Anchor Perlita, 4 hanks 947; 3/4 yd. Penelope Binca fabric (blue, or as desired) 42 in. wide with 6 squares to 1 in.; 1 Milwards heavy embroidery needle with a tapestry point size 14. Begin by marking the centre of the fabric lengthways with a line of busting stitches. The diagram gives a section of the crossed

Continued on page 34

Send for this book



Worry and upsets between husbands and wives so frequently arise through lack of knowledge of modern family planning. "Planned Families" deals frankly with many of the questions which too often have to go unanswered, and can help to resolve one of the commonest problems in married life. Every married couple should have a copy. You can get yours now—absolutely free.

FREE! POST COUPON NOW

To: H. F. Booklets Limited,
12 Oval Road, London, N.W.1.

Please send me, under plain cover, a free copy of "Planned Families are Happy Families." I am married or about to be married.

NAME

ADDRESS

..... 2/MK

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Studley wonderful value for money wools cut the cost of knitting!

Over forty years ago a new concept in Hand Knitting Wool was introduced by the then only The introduction—entirely unaccompanied—exceeded hardly any 200 at all. From knitter after another tried Studley the wool was so good, the marvelous quality money wools by Studley became known. The ripple has become a regular popularity.

The same policy continues to market and selling costs are low especially for those who have to buy the finest quality wools at a price. Only the best Wool Studley! It pays hands down to us today for Studley wools no better garment—no better value for money—dye wash-fast colours and withstand hard wear and repeated use.

Obtainable from leading Wool Merchants in all parts of the world. In case of difficulty write for name.

JAMES BROWN (Studley) BRADFORD,
BRADFORD 37188 Telephone:



3 oz. spoons—almost of natural knitting. Leaflets for this series now available. Write to: MULGRAVE Mulgrave



Originating from Penelope, a startling development that revolutionises your knitting wool buying. At last, you can buy any quantity of any shade and be certain that when you buy that shade again—anywhere, anytime—you will get a consistent colour match. Now, wool of a certain batch to a supplier to "lay by" enough. There are other advantages to complete the garment. The minute fashion colours, which include up-to-date and resists rubbing and shrinking better than ordinary wool. The colours are faster, too!

Best of all—it costs no more than any other good wool.

KNITTING WOOLS
In the shops NOW in Double Knitting 3-ply Cross-bred, 4-ply Cross-bred and 3-ply Super fingering (Botany).

Wash all your woollens with **KOPE**

Remove all the dirt and reduce the risk of shrinking, fading and running. Wash in warm water, add a little Kope, wash in cool water, wring out, so use Kope, the end result is a clean, soft, and pleasant for washing woollens. Available in 1/2 lb. and 1 lb. packets from wool shops, etc.

In case of difficulty, write for address of **COLORMATCH & CO. LTD.** 34 Cannon Street, MANCHESTER, 4



CAPRICORN
December 21st to January 19th
Starting with an amazing imagination. You make extra money through a hobby.

AQUARIUS
January 20th to February 19th
By curbing your impetuosity, now you could please your partner and gain his support in future. Now towards the end of the second week could make all the difference to your winter plans.

PISCES
February 20th to March 19th
Mid-month love interests may go through a slightly rocky time, but later you are a great success with a new crowd. A little sadness comes your way but it will bring great material prosperity.

ARIES
March 20th to April 19th
Now and interesting people come into your life; for the single there is a new for an early 19th holiday. A handsome partner now awaits with by sea.

Taurus
April 20th to May 19th
Probably a month of material good fortune when you find you can pin single, marriage opportunities are likely to materialise. A lucky guess makes money for you.

GEMINI
May 20th to June 19th
If house-hunting you find what you want and everything connected with it goes well. Summer close to you has a surprising streak of luck and that all you've got. When an opportunity comes your way in business, give it generous prizes you grant.

LEO
July 20th to August 19th
Steer clear of arguments or misunderstandings during this period as results could prove tricky. When an opportunity comes your way in business, give it generous prizes you grant.

VIRGO
August 20th to September 19th
Some bother with a work associate causes you to lose some sleep. Extra Home interests don't make much difference.

LIBRA
September 20th to October 19th
You need forcefulness and determination to overcome obstacles during this month, so deal quickly and firmly with matters standing in your path. Home interests don't make much difference.

SCORPIO
October 20th to November 19th
News from abroad connected with domestic events will delight you. Take any chance the stars offer you this month and break away from routine, plan lots of leisure hours and try not to let a different hand-to-mouth, in fact make yourself into a new woman!

SAGITTARIUS
November 20th to December 19th
section in reverse from arrow A to complete the width of the design, then work the crossed borders at the other end of the narrow central borders to correspond with the inches. Turn back 1-in. hem at sides and 1-in. hem at ends and slipstitch. Press on the wrong side.



'Ramada' from 'Viyella House'
from 'Viyella House' Baby Wool, 'Viyella' (Pouterball), 'Royalist' Double Knitting Wool.

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NEVADA 100% Pure Botany Wool, 2.3 & 4 ply
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SPACE AND TIME

TOP TIPS FOR CUTS 1

- **REPEATED INFORMATION**
- **IRRELEVANT INFORMATION**
- **PADDING AND JARGON**
- **COMPLEX SMALL PRINT**

TOP TIPS FOR CUTS 2

- **CLICHÉS**
- **NONSENSICAL QUALIFIERS**
- **EXCESSIVE ADJECTIVES AND ADVERBS**
- **PASSIVE VOICE**

TOP TIPS FOR CUTS 3

- **MISSION STATEMENTS**
- **CONTACT DETAILS**
- **CHARITY REGISTRATIONS**

SPACE AND TIME

EXERCISE



LEAD WITH YOUR LEAD

EXERCISE

- NEW Charlie Bigham's indulgence for 1



charliebigham <charliebigham@bighams.com>

Sep 7 at 4:56 PM

Hello,

Ever since 1996 my team of chefs and I have been making lovely food in our own big kitchen on the outskirts of London. We've had lots of feedback from customers over the years and it really has been invaluable. It's definitely helped us make our dishes even more delicious – so thank you! It's with great pride that we will be celebrating our 20th anniversary next year...

I'm a firm believer that sharing food is one of life's great pleasures, but I also appreciate that sometimes a bit of indulgence on your own hits the spot. Lots of you have written in asking us to make our dishes in single portions. I'm delighted to say that four of our most popular recipes will be available in single portions in selected Waitrose stores from today (and on Ocado very soon). Do [let us know what you think](#) of our Fish Pie, Lasagne, Macaroni Cheese and Moussaka for one.

(Have a look [here](#) for further details on each of them.)

We hope you continue to enjoy all our food.

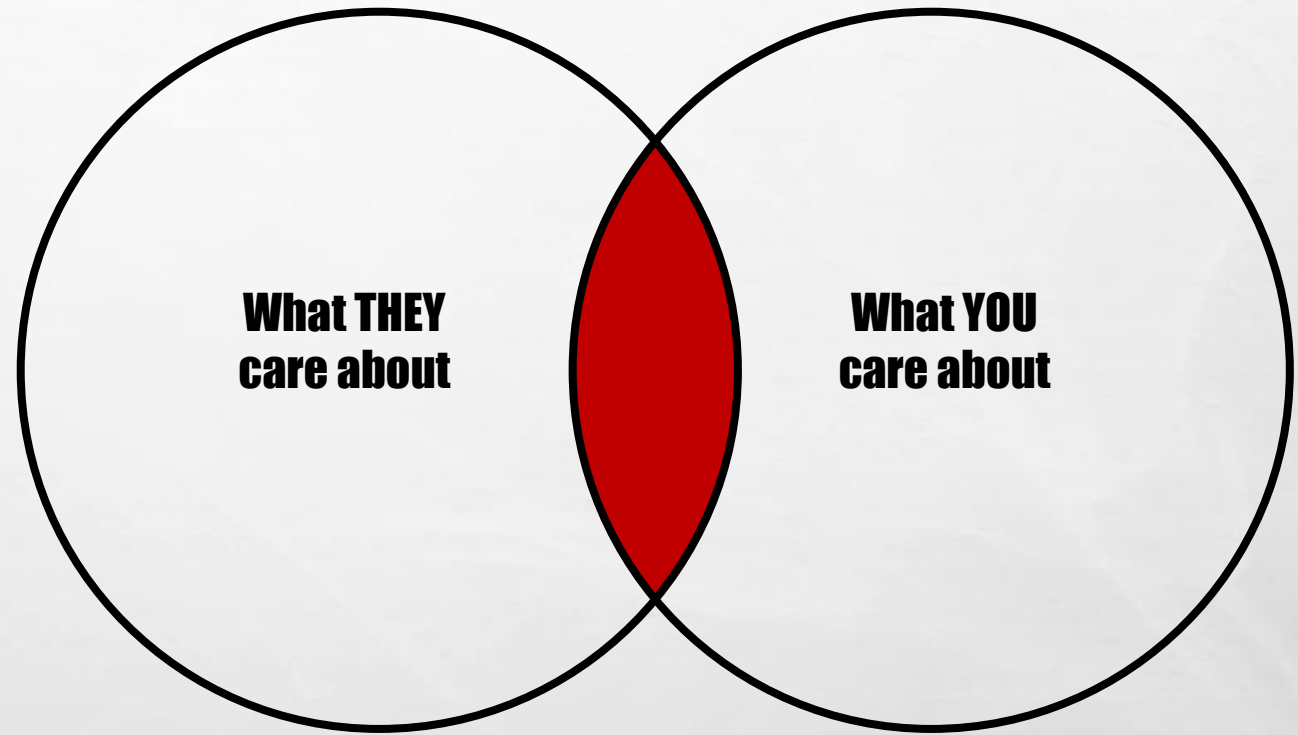
Charlie



Charlie Bigham's

Whilst we hope you find these emails useful, if you'd like to unsubscribe, you can do so at any time [here](#).

AUDIENCE FIRST



AUDIENCE FIRST

- for training course Fwd: Tongue Tied Translation Services

Dear Liz,

My name is Richard Hale and I am Managing Director at Tongue Tied (Manchester) Ltd, a language agency that provides specialist translations from and into any language. Formed in 1989, Tongue Tied has built up an enviable global network of over 6500 highly qualified, experienced and carefully chosen translators who are experts in their particular field. Today we provide tailor-made language solutions, in even the most specialised of subject areas, for more than 1000 clients, big and small, from [Coca Cola](#), [The Football Association](#), [First Choice](#), [Philips](#), [BUPA](#) and [Bodycote](#) to our local Italian restaurant.

If you visit our website you will see how our clients value our speedy, accurate and reliable service at fair prices, however, what makes Tongue Tied different is that our translators:

AUDIENCE FIRST

EXERCISE

Continued disruption to Southern and Thameslink services from London Bridge station today - 19 July

A significantly reduced service will continue to run to and from London Bridge for the rest of the day and evening as Network Rail engineers continue to fix the hole at Forest Hill in south London. All four lines between East Croydon and London Bridge are closed while repairs take place which means that Southern services to and from London Bridge are either being diverted or cancelled. **Southern and Thameslink passengers are advised to check before they travel and use trains from London Victoria or London Blackfriars to get to East Croydon instead of London Bridge.**



London Overground services will not run between West Croydon / Crystal Palace and New Cross Gate and passengers are advised to use alternative routes. A hole in the track at Forest Hill disrupted services from yesterday afternoon and Network Rail engineers have been working with Thames Water throughout the night to identify and fix this problem. Engineers are putting dry concrete into the hole, which will form a base where wet concrete will be poured on top. When the concrete has set, around 50 tonnes of ballast will be poured into the hole with the aim of opening the railway tomorrow. The time required for the concrete to set means the work will take the remainder of the day and evening.

Network Rail area director, Paul Rutter, said: "We appreciate this isn't the news that passengers want to hear but we are doing everything we can to get services back to normal. Because of the location of the hole we won't be able to run trains on this track through to London Bridge for the rest of the day. Everything has to be done in stages and we have to be confident that this repair will last to enable us to run a safe railway."

"We understand this is going to disrupt people's journeys and passengers are advised to check before they travel and allow extra time for their journeys. We apologise for the disruption and assure passengers that we are working hard to restore the railway to full capacity."

Thames Water is continuing to work alongside Network Rail to make repairs to a collapsed sewer under a hole at Forest Hill station. Engineers have located the problem section of pipe and are working to seal it and divert sewer flows. This will then allow Network Rail to begin filling in the hole. Carl Leadbetter, Thames Water's regional network manager, said: "Our teams continue to work as fast as possible on this critical job. While we need to work quickly to reopen the train lines, we also need to consider local residents, who will potentially suffer from sewer flooding if the pipe is not properly enclosed. This is an extremely complex job as the pipe is in a difficult location in the tracks and six metres below the ground."

A Southern spokesman said: "We understand this is extremely frustrating for our passengers. The closure of all four lines between London Bridge and East Croydon means that our services have had to be diverted or cancelled. Our advice is to check before travelling and allow plenty of time to complete your journey today. Passengers for East Croydon should avoid using London Bridge and travel via Victoria or Blackfriars instead."

Southern service summary:

GET YOUR FACTS RIGHT

NAMES, DATES, QUOTES, FIGURES, LINKS



Telegraph News
@TelegraphNews

+ Follow

Imams will have to register and face security vetting under Home Office plans
tgr.ph/1imkEYX



RETWEETS
88

FAVOURITES
43



2:31 p.m. - 12 Sep 2015



SOUTHBANK CENTRE



Exquisite French favourites and a beautiful new venue

This month, our resident orchestras perform music by composers who broke new ground in music composition.

The London Philharmonic Orchestra perform pieces by French impressionists Ravel and Debussy, London Sinfonietta play a provocative masterpiece by Stravinsky, and the Philharmonia Orchestra present music by the always surprising and convention-defying Haydn and Nielsen.

There are further opportunities to experience concerts at St John's Smith Square as Viktoria Mullova and Katia Labèque bring their expert partnership to classic and contemporary composers, and pianist Lukas Geniusas performs Beethoven and Brahms in the new year.

[Browse the whole 2015/2016 season](#)

Classical highlights

Viktoria Mullova and Katia Labèque
International Chamber Music Series
Fri 6 Nov

St John's Smith Square

Acclaimed playing partners Viktoria Mullova (violin) and Katia Labèque (piano) perform Ravel's sparkling Violin Sonata in G, inspired by 1920s American jazz, and Arvo Pärt's profound and intense *Frates*.

[Book tickets / find out more](#)



Orchestra of the Age of Enlightenment
Schiff's Schumann
Tue 10 Nov

András Schiff both conducts two of Mendelssohn's best-loved pieces, and takes to the keyboard to perform Schumann's eloquent Piano Concerto.

[Book tickets / find out more](#)



Sticky Not...



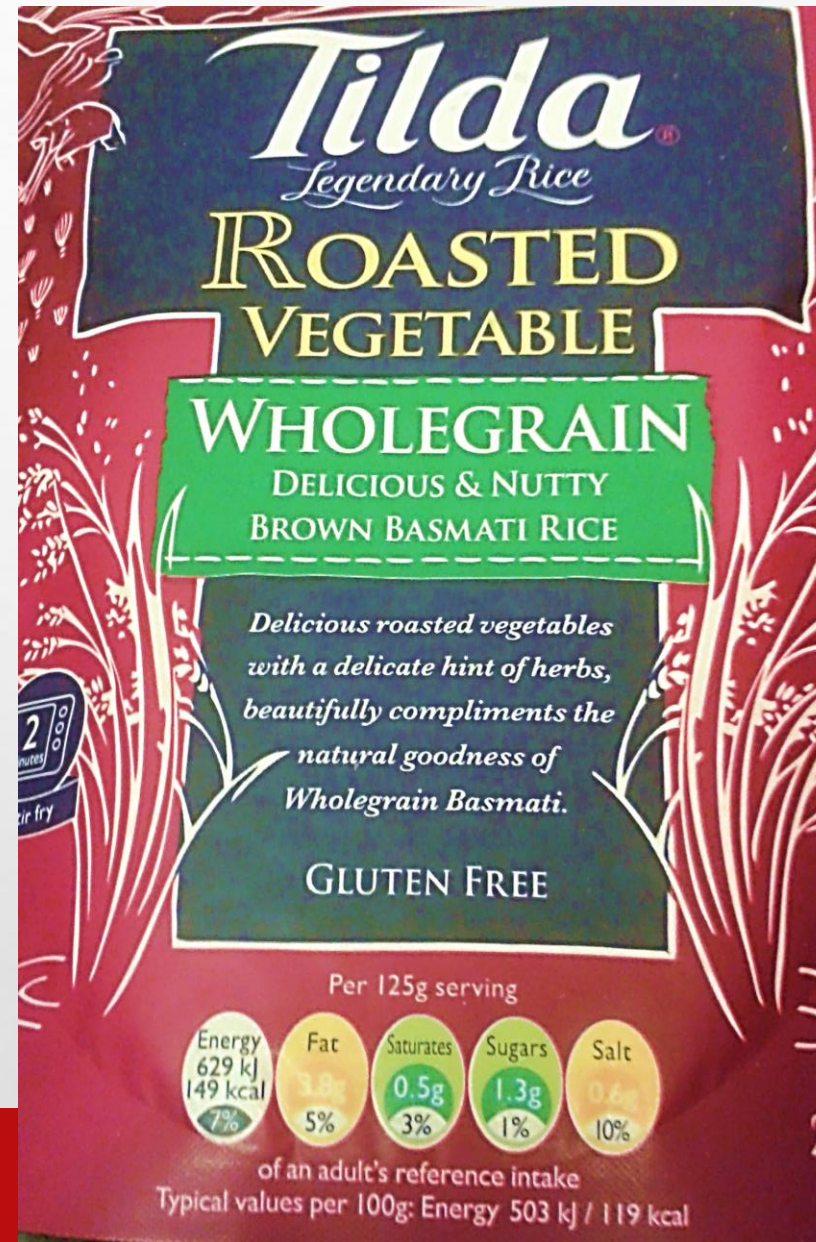
What You Need to Know – Stockhausen's Hymen Sat 5 Dec

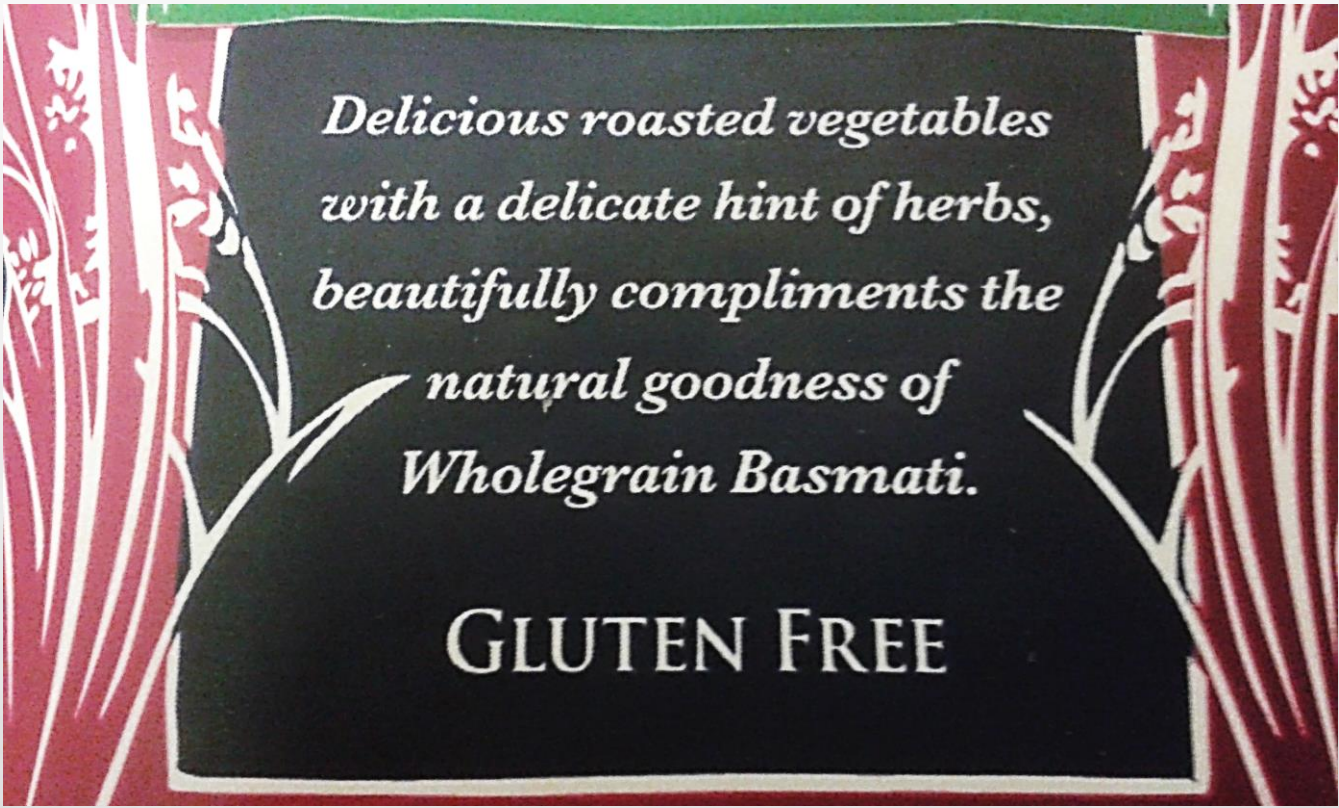
Join expert speakers, including BBC Radio 3 presenter Tom Service and Southbank Centre Director of Music Gillian Moore, for a special in-depth look at Stockhausen's masterpiece of 60s experimentalism.

[Book tickets](#)

SAVE FACE

SPELLING, PUNCTUATION, GRAMMAR...





*Delicious roasted vegetables
with a delicate hint of herbs,
beautifully compliments the
natural goodness of
Wholegrain Basmati.*

GLUTEN FREE



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 Follow

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OTHER football with The NFL Show now on
@BBCOne...

Get involved #BBCNFL

 BBC Sport



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Our Orthotics could help relieve pain in various parts of the body.

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Neck Pain
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Quick simple Orthotic Assessment available in store today. Off the shelf and fully Custom Orthotics available.

ORTHOTIC ASSESSMENT AVAILABLE TODAY



ORTHOTICS FITTING CENTRE

Quick simple Orthotic
Assessment available in store
today. Off the shelf and fully
Custom Orthotics available.

SAVE FACE

...PAGE NUMBERS, CAPTIONS,
CROSS REFS, "LATIN"



Strategic Communications Team Leader
Department for Work and Pensions |
Westminster

Quo dicta principes patrioque et, mea velit probatus
in. Ea nec autem modus forensibus, eius atqui per
eu. Nec sale quaerendum ut, nam an prodesset.

Find out more & apply »

Dear Liz,

Have you visited the brand new [Green Party Gift shop](#)? With a view to promoting our message, we've created fun, fashionable merchandise with origins in mind.

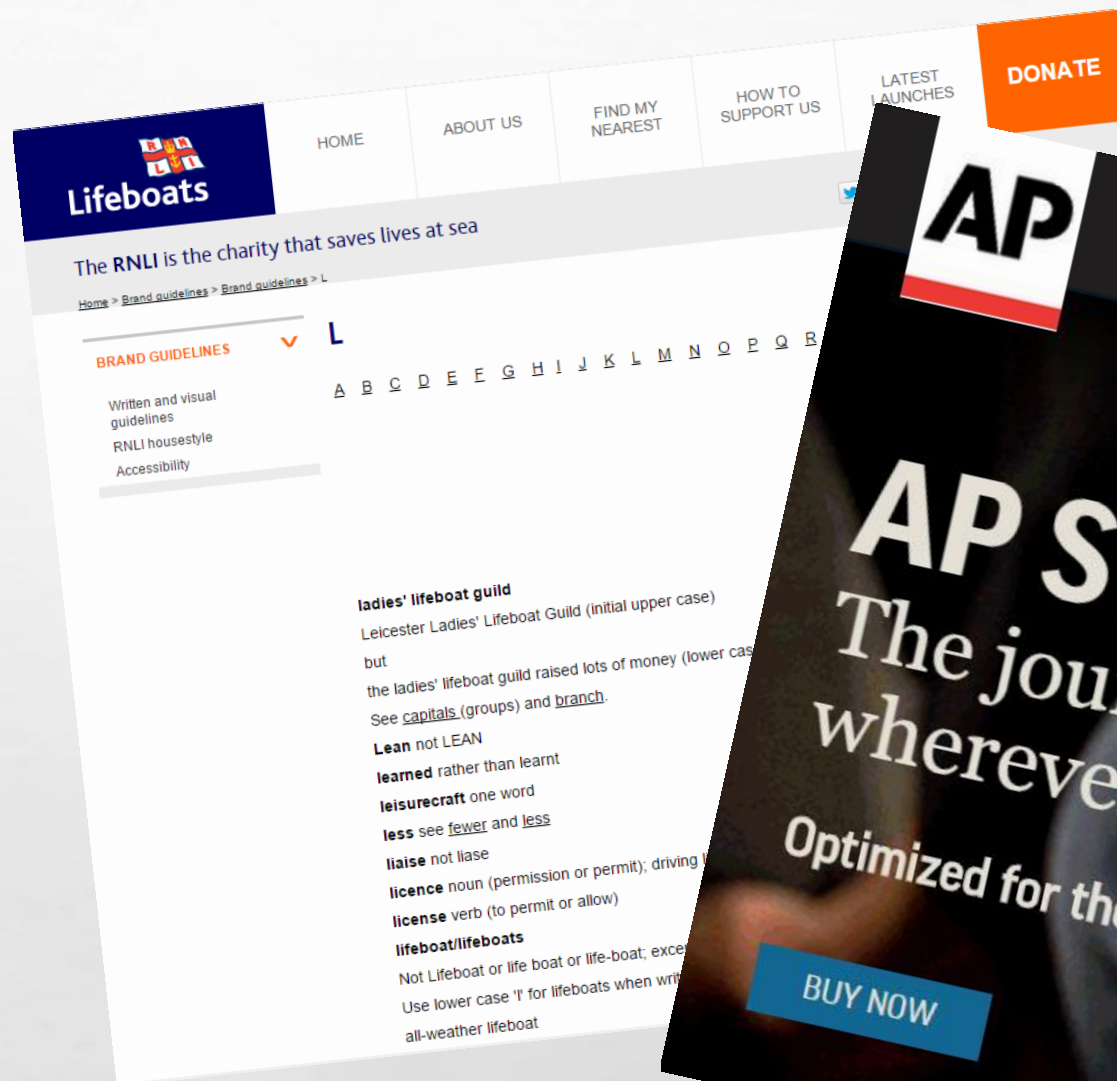
All of our products are made from sustainable textiles in an ethical accredited wind-powered factory and printed in the UK. They are transported by ship, not air, and we know exactly where our garments come from - and so can you with this award winning traceability map provided by our partners at Rapanui (include link to map).

We are selling a range of products from organic t-shirts and tops to sweaters and hoodies, as well as our lovely tote bags (the new 5p plastic bag charge is a big step towards reducing waste and protecting our environment - these 100% organic cotton tote bags for life are the perfect alternative).

know exactly where our garments come from - and so can you with this award winning traceability map provided by our partners at Rapanui (include link to map).

BE CONSISTENT

BRAND AND HOUSE STYLE



COPYEDITING SUMMARY

- ☐ **SPACE AND TIME – DON'T WASTE YOUR WORDS**
- ☐ **LEAD WITH YOUR LEAD – WHAT'S THE POINT?**
- ☐ **AUDIENCE FIRST – NO MORE ME, ME, ME**

PROOFREADING SUMMARY

- ☐ **GET YOUR FACTS RIGHT – BE ACCURATE**
- ☐ **SAVE FACE – BE PROFESSIONAL**
- ☐ **BE CONSISTENT – BE RECOGNIZED**

CONTEXT

THE WEEKLY WORLD EDITION OF The Daily Telegraph AND The Sunday Telegraph

telegraph.co.uk/expat

The Telegraph

EXPAT

A day filled with romance, pageantry and playfulness is sealed with a kiss



Osama bin Laden is dead

By Toby Harnden in Washington

OSAMA BIN LADEN was killed by a bullet fired by a United States Navy SEAL during a 40-minute helicopter assault on a fortified compound believed to have been purpose-built to hide the al-Qaeda leader. Those other men were killed in what a senior Obama administration official described as "a surgical raid by a small team designed to eliminate collateral damage". Those were believed to be two al-Qaeda enemies who lived at the compound, along with their families, and an Afghan man being used as a shield by one of the al-Qaeda men, during the firefight was also killed and two other women wounded.

A helicopter involved in the raid suffered mechanical failure and was blown up by the American team, some of whom were killed or injured. The Pakistani government was not informed of the raid until after it was over.

Troops of the endgame of the team that killed bin Laden were closely guarded but the CIA was closely guarded in the planning and execution of the raid.

It took years for the compound to be located. Initially, the CIA knew only the US Navy's elite Special Forces units that draw its name from Sea, Air, Land – is understood to have located its cave.

The compound, in Afghanistan, some 30 miles from Islamabad, was built in 2008 and appears to have been the bin Laden family residence for some time.

It took years for the compound to be located. Initially, the CIA knew only the name of the owner of a man believed to be a known associate for bin Laden. Four years ago, his true identity was discovered and two years ago the place in Pakistan where he frequented was established.

The compound, located in a remote area at the end of a dirt road, more than had sprung up nearby. But the compound was of a different type, larger than any other residence. It was protected by two security gates and 13-foot high walls.

Barack Obama visited. The compound was in an affluent area of Islamabad where many retired Pakistani military officers lived.

Initially built in a secluded area at the end of a dirt road, more than had sprung up nearby. But the compound was of a different type, larger than any other residence. It was protected by two security gates and 13-foot high walls.

Continued on page 2



Vomiting. Ulcers. Hearing loss.

This isn't what getting
better should be like.



Five-year-old Harley dealt with aggressive cancer just like his favourite superheroes – fighting bravely through months of treatment, even though he was often left feeling sick and weak.

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Text **KIND3** to **70200** and give £3 to help fund
cures and kinder treatments for children's cancers.

WE WILL BEAT CHILDHOOD CANCERS SOONER.



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coldzyme.co.uk



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When you have a cold you never look or feel your best, but now there's a very attractive option. ColdZyme® Mouth Spray is the revolutionary new, easy to use oral spray that forms a protective barrier in your mouth to help shield you against a common cold. With over 8.5 million doses used last year, in Sweden alone, ColdZyme® can help shorten your cold if used at the first signs. Helping you to get back to feeling your beautiful self again.

Available at larger Boots

Shop online at boots.com



let's feel good



YOUR TOOLS

BEFORE YOU START

- **ROLES DEFINED AND ACCEPTED**
- **SCHEDULE UNDERSTOOD AND AGREED**
- **STANDARDS AND RULES KNOWN AND VALUED**



YOUR TOOLS

IN THE THICK OF IT

- **WORK IN THE RIGHT ENVIRONMENT**
- **FOLLOW YOUR CHECKLISTS**
- **GET A SECOND OPINION – BUT NOT JUST ANY**

APPROVALS	
Permissions for photos from subjects	
Permissions for photos from photographers/agencies	
Permissions for quotes from subjects	
Output statistics match list	
Unit costs match list	
Other stats referenced	
Acronyms explained	
Reference style standardised	
Numbers housestyled	
Per cent in words	
Text formatting	
Font choice and sizes	
Bold, italic, underline	
Hyphens, dashes	
Subscripts, superscripts	
Special characters, symbols	
No double spaces	
Photos	
Are legal/accurate/fair	
Resolution/size/format/CMYK	
Correct version, size, position of logos?	
Sightsavers	
FRSB	
Other third party	
Layout/Design	
Text on photos avoided or optimised	
Text alignment left	
Margins	
Column widths and lengths	
Para breaks	
Orphans and widows avoided	
Indents consistent	
Bullets, numbering	
Correct colour palette use	

WORKFLOW	Y/N	Notes
Creative/Pub briefs received		
Project number allocated		
Schedule agreed		
Quotes in		
Prices agreed		
Suppliers booked		
Content created/sourced		
Photos		
Illustrations		
Title		
Contents		
Foreword		
Introduction		
Main text		
Headings/Subheads		
Box/panel text		
Tables		
Pull quotes		
Captions		
Labels		
Headers		
Footers		
Page numbers		
Refs, footnotes, endnotes		
Author credit		
Photo credits		
CTA		
DPA statement(s)		
GiftAid statement		
Charity strapline		
Any other statements		
Charity numbers		
Web address		
Email address		
Twitter handle/hashtag		
Phone number		
Postal address		
Source code		
Date, version, edition		
HIGHLIGHT ANY MISSING/TBC CONTENT		

YOUR TOOLS

EXTERNAL SUPPORT

- **YOUR NETWORK**

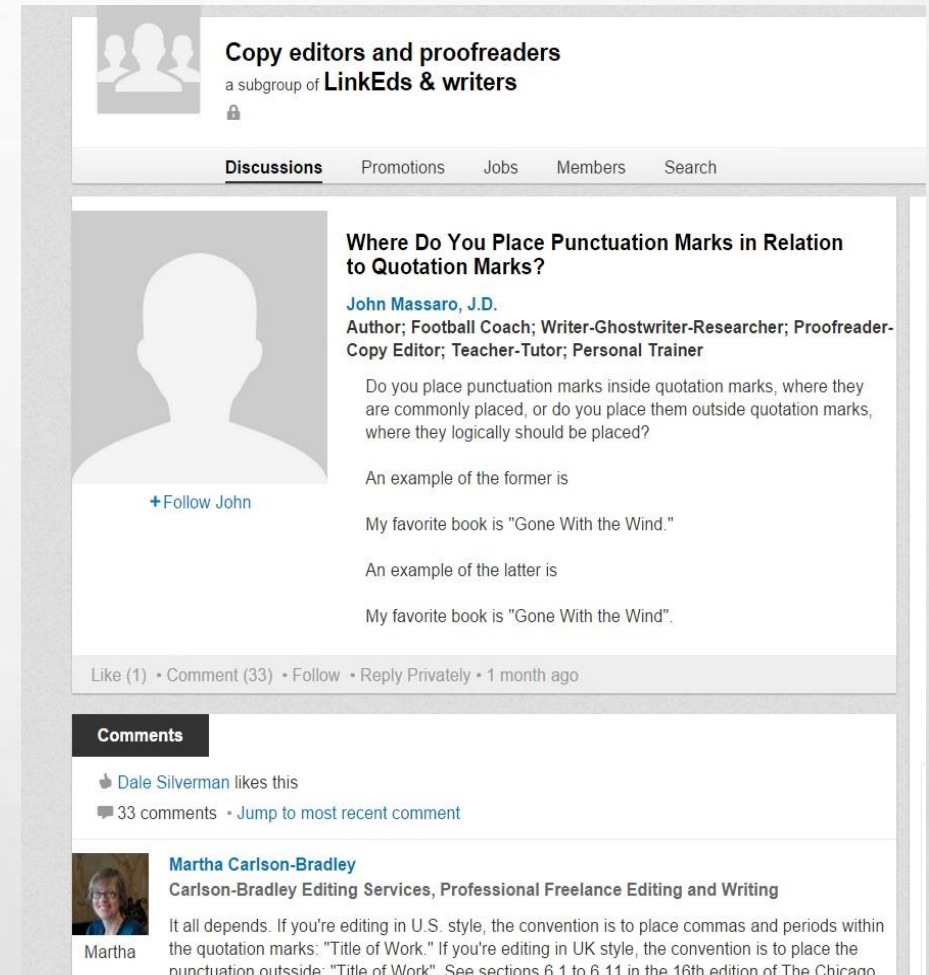
eg today, LinkedIn, Twitter

- **PUBLISHED HOUSESTYLES**

eg The Writer, Guardian, Telegraph, RNLI

- **GEEK GUIDES**

eg “My Grammar And I (Or Should That Be Me?)”



The screenshot shows a LinkedIn post from a group called 'Copy editors and proofreaders', which is a subgroup of 'LinkEds & writers'. The post is a discussion titled 'Where Do You Place Punctuation Marks in Relation to Quotation Marks?' by John Massaro, J.D., who is an author, football coach, writer-ghostwriter-researcher, proofreader, copy editor, teacher-tutor, and personal trainer. The post asks whether punctuation marks should be placed inside or outside quotation marks. It provides two examples: 'My favorite book is "Gone With the Wind."' and 'My favorite book is "Gone With the Wind".'. The post has 1 like, 33 comments, and was posted 1 month ago. A comment by Martha Carlson-Bradley is visible, discussing the conventions for U.S. and UK styles regarding punctuation placement within or outside quotation marks.

Copy editors and proofreaders
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Where Do You Place Punctuation Marks in Relation to Quotation Marks?

John Massaro, J.D.
Author; Football Coach; Writer-Ghostwriter-Researcher; Proofreader-Copy Editor; Teacher-Tutor; Personal Trainer

Do you place punctuation marks inside quotation marks, where they are commonly placed, or do you place them outside quotation marks, where they logically should be placed?

An example of the former is

My favorite book is "Gone With the Wind."

An example of the latter is

My favorite book is "Gone With the Wind".

Like (1) • Comment (33) • Follow • Reply Privately • 1 month ago

Comments

👍 Dale Silverman likes this

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Martha Carlson-Bradley
Carlson-Bradley Editing Services, Professional Freelance Editing and Writing

It all depends. If you're editing in U.S. style, the convention is to place commas and periods within the quotation marks: "Title of Work." If you're editing in UK style, the convention is to place the punctuation outside: "Title of Work". See sections 6.1 to 6.11 in the 16th edition of The Chicago



COPYEDITING & PROOFREADING

YOU'RE THE EXPERT

