

# How to choose a copy editor

**START HERE**  
with your final draft



**Is the copy editor competent?**

You need two 'yes' answers on the right



**Has the copy editor explained their role?**



**Was the copy editor helpful?**



**END HERE**  
with your preferred copy editor



- Submit your request on PEG's job submission page to find an editor.
- Our interested members will respond (there may be many).
- Choose your editor after working through the three questions on the left.



- Do they have relevant qualifications?
- Do they have experience?
- Do they belong to a professional organisation? (PEG members get a 'yes' for this bullet point!)



- Have they offered to submit or provided a formal quotation?
- Is it clear what they will and won't do?
- Have they been clear about their rates?
- Is a time frame clearly stipulated?
- Are terms of payment clear?



- Did they respond promptly?
- Was their tone professional?
- Did they answer your questions?
- If they could not assist with your request, did they give you other options?



More 'yes' responses =  
better choice of editor!

If you are still in doubt, ask for a sample edit of two or three pages from your document.