

COLORADO SCHOOL OF MINES OFFICE OF RESEARCH & TECHNOLOGY TRANSFER

Review and Copyediting Standards

When you request a review, RTT will communicate a timeline for completion and the return of your document(s). Upon completion, you will receive:

1. **Draft with In-line Edits:** Your document will be returned with track changes and comments, highlighting suggested revisions and improvements.
2. **Review Rubric:** A completed assessment of your document's adhering to specific criteria, offering insights into strengths and areas of improvement.
3. **Style Sheet:** A comprehensive guide outlining formatting preferences and specific style conventions for your proposal and agency.

Copyediting level: Light/Medium

Our copyediting services include a range of tasks to refine your document. We will:

- Correct typos
- Verify and adjust formatting to meet solicitation-specific requirements
- Ensure consistency in numbering, fonts, spacing, etc. across all relevant documents considered part of the review
- Correct indisputable spelling and grammatical errors
- Suggest edits to potential errors
- Recommend revisions to improve clarity, conciseness, flow, and readability
- Assess responsiveness to evaluation criteria and suggest changes accordingly
- Ask about potential factual inconsistencies (though we will not typically research references for correction)
- Highlight unclear organization or logical gaps, offering suggestions for improvement (while generally not making the changes)

Style Guide:

We will generally use the Council of Science Editors (CSE) style to guidance on style revisions and recommendations. This ensures consistency and adheres to established academic standards.