**Guide to pre-editing checks for copy-editors**

You will notice that the papers you are sent for copy-editing have parts of the text highlighted in pink. This is to help you to spot things that need to be changed easily.

For example:

glycem (change to glycaem)

labeling (change to labelling)

gender (change to sex)

t-test (change to *t* test)

up-reg (change to upreg)

You will need to use your judgement in making corrections based on the highlighting. For example, you won’t want to change US spellings in the references or US addresses, or -iza spelling in the World Health Organization, or change color in colorimetry. It may not be clear why some items are highlighted: for example, l- and L- will highlighted to pick up instances where you need to change the letter l to small capitals (e.g. l-glucose), but it also will be highlighted in, for example, HDL-cholesterol, where you don’t need to make a change.

If you are uncertain why something is highlighted or you have any other queries, please get in touch. Suggestions for other things that you would find useful to have highlighted are welcome.