# Uni-edit Author’s guide to Editors’ comments

The native-speaker Editors have added comments to your document as a part of the editing service. To view the comments please choose View Markup from the View menu in Word. There are three types of comments:

**CHECK: Editors are unsure of the meaning**

As Editors, we wish to help you to express your ideas and concepts clearly and concisely. Sometimes the Editors are not completely sure of what you are trying to say, or perhaps feel what you wrote may have a problem. In these instances, the editor will add a CHECK comment and describe the problem, and try to give a suggestion. We strongly recommend that you read every CHECK comment and address each problem described by editing the text.

**TUTOR: Ideas of how to improve English usage and writing style.**
If you requested the Target Tutoring service, your edited manuscript will also have comments labeled with the word TUTOR. These are like mini English lessons. The purpose of a TUTOR comment is to help you understand why the Editors made that language edit. Through understanding, you’ll be able to carry the lesson forward for next time you are writing a manuscript. TUTOR comments are categorized and typical categories are grammar, word choice, punctuation, sentence structure etc. This is to make the purpose of the comment clear. Also, note the words that are highlighted as the comment only pertains to these words.

The TUTOR comments are for your information and you are not required to change the text based on a TUTOR comment. I recommend you read the original sentence, then read the edited sentence then read the comment. Authors who are very serious about improving their written English over the long term find great value in Target Tutoring.

**IDEA: Ideas of how to improve the content of the paper.**

If you requested the Content Idea service, your edited manuscript will also have comments labeled with the word IDEA. The purpose of an IDEA comment is to provide you with fresh insight into the content of your manuscript. Please consider each comment in light of the overall purpose of your manuscript then decide whether you would like to make a change. Authors who are serious about publishing many manuscripts over the long term find great value in Content Ideas.

END OF GUIDE