



VITAL SIGNS

Velez College, Inc. | F. Ramos St., Brgy Sta. Cruz,
Cebu City, Cebu

COPYREADER TURNOVER GUIDE

Outgoing Copyreader: Charles Canton

Incoming Copyreader: Mia Martinez

Mia, this is your working handover for the Vital Signs Copyreader role. You are the last editorial check before the publication puts its name on an article, caption, or graphic. That means you read for more than grammar: you protect the facts, the logic, the voice, and the final version people will actually see.

Start here. If a material looks polished but feels wrong, trust that instinct and investigate. Good copyreading is not about being picky; it is about making sure Vital Signs can stand behind what it publishes.

What the role actually asks of you

You are responsible for	That means	It does not mean
The last editorial check before Vital Signs puts its name on a material.	Checking the story, the caption, the design, the footer, the credit, and the final version—not just correcting typos.	Being only a spell-checker, or waiting for permission to correct a clear issue that affects accuracy or readability.

1. Newsletter / Magazine Copyreading

For articles, start with the story before you start correcting sentences. Read it once as an ordinary reader. What is it trying to say? Does the sequence make sense? Is there enough context for someone who was not there? If you cannot answer those questions, the draft is not ready yet—even if the grammar looks clean.

What to check first

- Facts come before polish. Verify names, positions, dates, venues, event titles, numbers, awards, and official terms against a programme, recording, published coverage, or another reliable source.
- Treat smooth writing with caution. AI-assisted drafts can sound confident while getting the event, the organisation, or the details completely wrong. Never approve a fact just because the sentence sounds good.
- Quotes need proof. Use quotation marks only for words that can be checked word for word. If you cannot verify a line, paraphrase it honestly.
- Read for logic. A sentence can be correct on its own and still contradict the rest of the article, lose the timeline, or make the wrong point. Fix the thought, not just the punctuation.
- Use the exact term that the College or the event uses. Do not borrow a designation from another school. If the material says Cum Laude, do not replace it with valedictorian just because it sounds familiar.

Edit like an editor, not a spell-checker

You have permission to change a line that does not work. If the wording is awkward, repetitive, vague, or missing the point, rewrite it. If the draft is too thin to carry the story, add the context that is clearly needed, then explain the change to the writer. The goal is not to preserve every original sentence; it is to help the piece come out clear, fair, and readable.

- Keep feedback where the writer can see it: in the working document, beside the issue, with a clean copyedited version below or within the draft.
- Explain corrections that keep repeating. A short note about why something changed will help more than silently fixing the same error every time.
- Be direct without being cruel. Writers are still learning, and some will need substantial edits. The standard stays high; the feedback stays useful.
- Add the credit when you have copyedited the material: Copyedited by Mia Martinez.

How to give an edit that helps the writer

When you notice	Do this in the draft	A useful note to leave
A fact is missing or does not match the source.	Flag it, check the official material, and correct it only when the source supports the change.	"Please verify the venue and official event title against the programme before finalising this paragraph."
A quotation cannot be traced to a recording, programme, or reliable source.	Remove the quotation marks and paraphrase the idea, or ask the writer to provide a source.	"Please confirm this wording word for word. If there is no source, we should paraphrase instead."
A sentence is grammatical but vague, repetitive, or hard to follow.	Rewrite the line for clarity, then leave a short note only if the writer can learn from the change.	"I tightened this because the original repeated 'journey' and did not say what the graduates were doing next."

Check the version people will actually read

Do not stop at the document. Read the newsletter or magazine proof after layout. Check the headline, byline, captions, pull quotes, labels, photographs, illustrations, and any text placed inside a design. A good article can be damaged by a wrong caption, a changed word, or a detail that disappears in layout.

Visual authenticity matters. A normal-looking photograph can still be AI-generated, manipulated, unrelated to the event, or otherwise unsuitable. Check the source and context before it carries the Vital Signs name.

Return work as soon as you reasonably can once writers are done. Keep the Writer Head deadline in view, but do not rush an approval simply to clear the queue. Over time, look for one writer who can learn the work with you; a junior copyreader makes busy publication weeks much more manageable.

2. Grammar and Sentence-Level Editing

Grammar is not a separate job from copyediting. It is part of making a sentence say exactly what it needs to say. You do not have to turn every line into something formal or complicated; you just have to make sure the sentence is complete, accurate, and easy to read on the first pass.

Subject–verb agreement: find the real subject

The verb has to agree with the subject, not with the noun sitting closest to it. This is where many clean-looking drafts go wrong. Find the main person, thing, or group doing the action, then check whether the verb matches it.

- Ignore phrases that come between the subject and verb. In “The list of captions is ready,” the subject is list, not captions.
- Watch singular words that refer to many people: each, every, either, neither, everyone, and one. “Each of the writers has submitted a draft” is singular.
- Use plural verbs for plural subjects. Because two things are being described, write “The caption and pubmat are ready,” not “The caption and pubmat is ready.”
- In sentences that begin with there, look at the noun after the verb: “There are three posts for approval,” not “There is three posts.”
- Treat a group as singular when it acts as one unit: “The Editorial Board has approved the schedule.” If the sentence is about individual members acting separately, rewrite it so that is clear.

Quick checks that catch real errors

Draft	Copyedited	What to notice
The list of captions are ready.	The list of captions is ready.	The subject is list, not captions.
Each of the writers have sent their draft.	Each of the writers has sent a draft.	Each is singular.
There is three posts for approval.	There are three posts for approval.	The verb agrees with posts.
After reviewing the article, the caption was posted.	After reviewing the article, the copyeditor posted the caption.	The person reviewing must be named.
The post invites students to join, attend, and sharing.	The post invites students to join, attend, and share.	Keep items in a series parallel.

Keep tense, time, and sequence steady

- Tell a completed event in the past tense. Keep it there unless you are stating a continuing truth or quoting someone.
- Do not jump from past to present without a reason. “The programme opened with a message from the dean, who reminds students...” should usually be “who reminded students...” when the whole account is in the past.
- Be careful with time markers. “Today,” “yesterday,” and “this year” can age badly in captions. Use the actual date when readers need a lasting point of reference.

Make the actor and meaning clear

- Do not let pronouns hide who you mean. “Mia spoke with the writer after she received feedback” can point to either person. Name the person again if there is any doubt.
- Fix dangling modifiers. “After reviewing the article, the caption was posted” makes it sound as if the caption did the reviewing. Write who acted: “After reviewing the article, the copyeditor posted the caption.”
- Keep parallel ideas in the same form. “The workshop taught students to report, verify, and edit” is cleaner than mixing “to report, verifying, and editing.”
- Prefer the clearest active sentence when it matters who did something. Passive voice is not always wrong, but “The SSC opened the programme” is stronger and more specific than “The programme was opened.”

Punctuation, names, and small details

- Use punctuation to guide a reader through the sentence. Add a comma after a long introductory phrase, around nonessential information, and after a full date when the sentence continues: “On August 3, 2026, the programme opened at the Velez Gym.”
- Check apostrophes and plural forms carefully. “Velez College’s history” is possessive; “Velezian students” is simply plural and needs no apostrophe.
- Do not use a comma to glue together two complete sentences. Split the sentence, use a semicolon, or add a conjunction.
- Watch capitalisation in titles, organisations, programs, and academic designations. When in doubt, check the official material rather than relying on habit. Then read the line aloud once: if you stumble, the reader probably will too.

3. Social Media Copyreading

A caption is not a decorative add-on to a pubmat. For most readers, it is the explanation. It has to make sense quickly, sound like Vital Signs, and still give the right information after it has been shared or seen days later.

Make the message clear before you format it

- Check the basics first: what is happening, where is it happening, when is it happening, and what does the reader need to do? Add the time when it matters.
- Read the hook and title as real language. A title should not be a fragment just because it looks nice in a graphic.
- For longer captions, use a simple flow: hook, context, main message, supporting detail, reflection, then closing. Do not let it become a pile of unrelated lines.
- Fix words that feel off. Repeated words, awkward phrases, too many questions, or a sentence that makes you stop should be changed.
- Use “Today” only when the day itself matters. Otherwise, give the actual date or the event context.
- Use public language for public posts. For example, readers register; “recruitment” may be useful internally but can sound wrong in a public call.

Protect the facts and the brand

- Confirm every proper noun: names, honorifics, positions, awards, departments, dates, times, venues, event titles, and abbreviations.
- Use the names people actually use: SBOs, SSC, Strategos, and other official organisations should not be replaced by vague AI-sounding labels.
- The publication is Vital Signs—not “Vital Sign” and not “Vitals Sign.” A Vital Signs post should not accidentally read as if it came from Velez College itself.
- A direct quote must be exact. If there is no recording, programme, or other reliable source to check, paraphrase instead.
- Do not let a fluent AI draft lower your guard. A caption can be polished, grammatically correct, and still wrong.

Format for Facebook, not for a document

Write and finalise the caption in Messenger, where you can see how Facebook will show it. Bold and italic formatting in Google Docs will not carry over reliably.

- Use the Fancy Text Generator only for the words that need emphasis. Usually that means the title, a verified quotation, a date, a person, or a call to action—not the entire caption.
- Keep the hierarchy simple: Bold Non-Serif for titles; Non-Bold Italic Non-Serif for verified quotes. Everything else should earn its formatting.
- Do not bold every name. Decide what the reader should notice first, then support that hierarchy.
- If numbers, dates, or long phrases look strange in Fancy Text, choose a cleaner version. Readability wins.
- Video captions do not always need fancy formatting. Sometimes clean grammar and context are enough.
- Leave a space before an emoji. Use one when it helps the message, not because the post feels empty.
- Keep punctuation out of hashtags except underscores. Use #VitalSignsVC consistently, then add only the relevant SSC or SBO hashtags.
- Make urgency visible only when it is real. A final registration reminder can be stronger; not every post needs all caps.
- Before it goes back to the team, check that links work and that your credit is still there.

Caption style sheet: a quick reference

Caption element	Vital Signs standard	Final check
Title / hook	Make it complete, specific, and worth reading. Use Bold Non-Serif only when the title needs emphasis.	Would this still make sense without the pubmat?

Caption element	Vital Signs standard	Final check
Event details	State the what, where, and when; add time when the reader needs it. Use the official name, date, and venue.	Does it match the graphic, link, and source?
Quote	Use Non-Bold Italic Non-Serif only for wording verified word for word. Paraphrase anything unverified.	Can you point to the recording or programme?
Emphasis	Use Fancy Text selectively: title, key date, verified quotation, or call to action. Never format the whole post.	Is the caption easy to read at a glance?
Hashtags, links, and credit	Use #VitalSignsVC consistently. Keep punctuation out of hashtags, check links, and retain the copyediting credit.	Will every link work and every line display properly in Messenger?

A practical approval order

First, edit the draft yourself for meaning, facts, grammar, and voice. Then use AI only as a second set of eyes—not as the source of truth. Format it in Messenger, read the rendered version once more, and return the final copy. For urgent material, try to finish within the day without lowering the standard.

Quick editorial calls

Example — No source for a quote. Paraphrase it, or verify it through a recording or programme. Exact quotes need proof.

Example — “Today” adds no useful context. Use the event date or remove it, so the post still makes sense later.

4. Pictures, Pubmats, and Other Visual Materials

Copyreading does not end at the caption. A pubmat can create a new error after the text has already been approved, especially in small details that are easy to miss.

Read the whole graphic

- Read every visible word, including the headline, subheadings, labels, credits, captions, dates, times, venues, names, titles, text near logos, and tiny footer text.
- Check whether line breaks, spacing, alignment, and visual hierarchy make the message easier or harder to understand.
- Compare the graphic against the caption, link, article, and real event details. The name, date, call to action, and organisation should match across all of them.
- Review at final size. Do not approve a pubmat because the biggest text looks good.

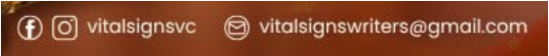
The footer is part of the job

Never skip the footer. It is small, but it still carries the publication’s identity. Check it on the final exported material, not only on the designer’s draft.

- Check handles, account names, e-mail addresses, links, logos, credits, and other required information for spelling, contrast, completeness, and readability.
- Look for missing, cropped, repeated, outdated, or low-contrast elements. If it cannot be read at posting size, it is not finished.

Footer reference examples

Use the appropriate approved footer on the final exported material, then inspect it at actual posting size. The examples below are a visual reference—not a reason to skip checking legibility, cropping, or the current account details.

Pubmat footer	Photo / visual footer
 Check: vitalsignsvc, vitalsignswriters@gmail.com, social icons, contrast, and complete visibility.	 Check: approved Vital Signs mark, readable placement, correct crop, and no loss of the footer against the image.

Be strict about images

Treat a visual like factual material. It should match the event, the people, and the message. If an image feels suspicious, heavily manipulated, or possibly AI-generated, ask for clarification or a source image. Do the last visual check on the final approved output; design changes can introduce a fresh typo, crop, or mismatch at the end.

5. Publication Planning, Topic Input, and the EB Tracker

Bring ideas to the table

Do not wait quietly for assignments. You see enough drafts to notice what the publication is missing: a campus concern that no one has explained, a student worth profiling, a recurring problem, a strong photo essay, or an event that deserves more than a routine caption. Say it. A copyreader should have a voice in what Vital Signs covers.

- Pitch the idea early, while the EB can still choose the right writer and prepare interviews.
- Bring more than a title: suggest an angle, possible sources, why it matters now, and the format that fits it best.
- Ask the questions that make a topic stronger: Who needs to be heard? What needs to be verified? Is this a newsletter story, a magazine feature, an opinion, a photo essay, or a social-media post?

Keep the EB tracker alive

The tracker is not a file to open when the deadline is already close. It is the EB’s working memory: assignments, document links, interviews, deadlines, copyediting status, layout, and publication. Update it whenever a story moves forward. Duplicate the previous tracker for the new school year so the old EB’s record stays intact.

Use the previous EB tracker as the starting document: [Open the 2025–2026 tracker](#). Duplicate and adapt it for the current school year; do not overwrite the previous EB’s record.

Newsletter assignment tracker

Story / article	Type and scope	Writer(s)	Interview	Word guide	Status, deadline, and notes
[Working title]	Main article — outside-school activity	Pair or triad	Recommended	450–500	Planned / assigned / draft received / copyedited / final layout / published
[Working title]	Minor article — school-wide activity	Solo or pair	Depends on topic	250–300	Record deadline, document link, interview source, and next action

Magazine flow tracker

Magazine section	Planned content / coverage
Front matter	Cover page; Editor’s Note
The Year in Review	“The Year That Was” and a month-by-month timeline spotlight
Campus Pulse	3–5 major features, student opinion, photo essay, and creative work
Intramurals	Main feature, game highlights, team spotlights, and photo highlights
People of Velez	Student and faculty spotlights, ideally with representation from each department
Special Features	Long-form and thematic pieces that examine student life or growth
Incoming EB and closing	Introduction to the next EB, EB note, full staff list, and back matter

6. A Working Copyediting Routine

Use the same order every time. It protects you from missing something when the workload gets heavy.

The six-pass approval system

Pass	Focus	Question to ask yourself
1	Meaning	What is this material saying, who is it for, and what should the reader know or do?
2	Facts	Are the names, dates, titles, numbers, quotations, and official terms supported by a source?
3	Copy	Are the grammar, logic, tone, transitions, and word choices clear and natural?
4	Format	Does the material follow the right format—clean newsletter copy or Messenger-ready social copy?
5	Final output	Do the caption, graphic, footer, links, image, credits, and call to action agree with one another?
6	Last read	Did a revision or design change introduce a fresh error after your first review?

Return the edit clearly once the passes are complete. Leave a useful comment when a writer needs to learn from the correction, then send back the clean version. Never assume the job is finished until you have read the final version after revisions or design changes; that is when missing credit, broken links, and new typos usually show up.

7. Things That Cause Real Problems

The draft is polished, so everyone trusts it

That is exactly when you should slow down. AI-generated or AI-assisted writing can sound professional while inventing a group, changing a fact, or giving someone the wrong title. Verify it anyway.

The caption is grammatical, but it still does not work

Grammar is only one part of the job. Change anything that is vague, awkward, repetitive, incomplete, or likely to confuse readers. If a post needs the what, where, or when, do not let it go up without them.

The team edits the design after your review

Check the final version again. A new line break, a moved footer, a wrong caption, or a missing word can appear after a layout change.

Credit disappears at posting time

Your work should be acknowledged. Make sure the material says Copyedited by Mia Martinez when you copyedited it. If the credit is removed, ask for it to be returned.

The post is too formatted to read

Fancy Text, all caps, emojis, and bolding should help the message breathe. If they make the caption feel busy, pull back. A good post is clear before it is styled.

8. Before You Approve Anything

Articles / Newsletter / Magazine

- The facts, names, dates, numbers, official terms, and quotations are accurate.
- The story makes sense from beginning to end, with no missing context, contradiction, or weak transition.
- The writing has been edited for grammar, clarity, structure, tone, redundancy, and readability.
- The writer can see the important corrections and the copyedited version is in the working document.
- The final layout, captions, visual labels, photographs, and embedded text have been checked.
- Images are relevant and credible, and the copyediting credit is present before the Writer Head deadline.

Social Media

- The caption is clear, complete, accurate, and recognisably in the Vital Signs voice.
- The what, where, when, dates, times, names, venues, and official terms are right.
- Quotes are verified; unsupported or AI-generated details have been checked.
- The title is complete, the wording is natural, and there is no needless repetition or vague time marker.
- The final version has been checked in Messenger and the Fancy Text is readable on Facebook.
- The links, hashtags, call to action, and Copyedited by Mia Martinez credit are correct.

Pubmats / Visual Materials

- Every word, including the small text, has been read at final size.
- The graphic matches the caption, article, event details, and Vital Signs identity.
- The footer is complete, correct, readable, and not cropped.
- The line breaks and layout do not hide or change the message.
- The visual is relevant, credible, and free of unresolved signs of AI generation or manipulation.
- The final exported version—not only the draft—has been checked.

Final note. Be thorough, be fair, and be confident in making the changes a material needs. The work can be demanding, but the care you put into it will show in every issue, caption, and story that carries the Vital Signs name.