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| EDITING BRIEF  | SPECIFICS  | EXCEPTIONS  |
| Attachments by email  |  |  |
| Target reader  |  |  |
| Prime purpose  |  |    |
| Publication  |  |    |
| Maximum length  |  |    |
| Supplementary style guide  |  |    |
| House style  |  |  |
| Type of editing required  |  |    |
| Style  |  |    |
| Check grammar, spelling, punctuation  |  |    |
| File type  |  |    |
| Deadline  |  |    |
| Contact details  |  |    |
| Fee  |  |    |
| Logistics  |  |    |
| Additional info  |  |    |