Your first job as copyeditor is to mark the following typescript for typesetting in a newsletter (see polished version on the next page). Use the marks as illustrated in the handout and online.

Mark the typescript so that it will match the edited and typeset version following this double-spaced version when it is typeset. In addition to clarifying the text, inform the typesetter that the headings should be flush left, boldface, up-down style, and set in 14 point Garamond. The text is to be set in 12-point Garamond a 27-pica line. Paragraphs are to be indented one em.

WHAT ARE THE BENEFITS OF WASTE PREVENTION?

Waste prevention often results in substantial savings through reduced purchasing cost and more efficient practices. It also reduces waste disposal costs. In addition, waste prevention has environmental benefits, including reduced energy consumption and pollution, conservation of natural resources and extension of valuable landfill capacity. Practicing waste prevention can improve customer relationships by demonstrating a company’s concern about the environment. It also can enhance employee relations by involving employee’s in the company’s waste reduction policies.

HOW DOES WASTE PREVENTION FIT INTO THE WasteWise PROGRAM?

The purpose of WasteWise is to spur substantial progress in reducing municipal solid waste by working with businesses to identify and implement innovative and cost saving garbage reduction programs. Each WasteWise participant commits to implementing 3 significant waste prevention activities of their choice, monitoring progress, and reporting annually on estimated amount of waste. Waste prevention is a critical component of the WasteWise program and the component that most often provides substantial cost savings. Other elements of WasteWise include committing to expanding or improving programs collect recyclables and to increasing the recycled content in purchased or manufactured products.

From http://www.epa.gov/epaoswer/non-hw/reduce/wstewise/pubs/prevent.txt
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How Does Waste Prevention Fit into the WasteWise Program?

The purpose of WasteWise is to spur substantial progress in reducing municipal solid waste by working with businesses to identify and implement innovative and cost-saving waste reduction programs. WasteWise participants commit to implementing three significant waste prevention activities of their choice, monitoring progress, and reporting annually on the estimated amount of waste avoided. Waste prevention is a critical component of the WasteWise program and is the component that most often provides substantial cost savings. Other elements of WasteWise include committing to expanding or improving programs to collect recyclables and to increasing the recycled content in purchased or manufactured products.

NOTE: Your copymarked copy should reflect the appearance of the above text.