

What is included in my proofreading and copyediting services?

This is a general guide to the aspects of your document I'll check. The exact work I'll do for you will depend on the nature of your text and your own requirements.

Proofreading

Adherence to a style guide if you have one

Spelling, grammar and punctuation

Word choice (e.g. your/you're, appraise/apprise)

Style preferences (e.g. consistent spelling, hyphenation, capitalisation, use of italics and treatment of numbers)*

Consistent formatting, layout and fonts*

Numbering and order of chapter titles, headings and subheadings*

If your text is non-fiction:

Logical and consistent presentation of lists

Numbering and order of tables and figures

Consistent formatting of tables, figures and captions*

Consistent formatting of in-text citations, references and notes*

*This guidance assumes that you have made and implemented some style decisions before proofreading, and therefore corrections needed to achieve consistency will be relatively minor. If there is a lot of inconsistency, I will offer suggestions so you can make changes yourself and save money on the total fee. I don't correct multilevel lists or heading styles that have gone awry but will note where problems occur. There is a limit to the amount of work I can do for students whose work is going to be assessed.

Copyediting

All the tasks listed for proofreading, plus:

Production of a style sheet if required

Table of contents compared to chapter/section headings

Abbreviations (explained at first use, used consistently thereafter)

Clarity and readability

Sentence length and flow

Unhelpful repetition

Possible omissions

Contradictory statements, and facts which appear to be incorrect (but I don't routinely check facts)

If your text is non-fiction:

Tables and figures: Do they support the text? Are there any contradictions? Are any missing?

References: Do in-text citations match the reference list/bibliography and vice versa?

If your text is fiction:

Consistent character and location description

Consistent plot and timeline details (I'll point out minor inconsistencies only, not structural or narrative issues)

Point of view (I'll comment on any instances of insecure point of view I notice)

Please note that my copyediting service doesn't include substantial rewriting or drawing up complete reference lists from scratch.