

Proofreading and editing services

	Proofread	Copy-edit	Heavy copy-edit
Correcting typographical errors	✓	✓	✓
Correcting spelling, punctuation and grammar	✓	✓	✓
Ensuring consistency (e.g. spelling variations, hyphens, capitals, italics and abbreviations)	✓	✓	✓
Checking/correcting inconsistencies in formatting	✓ *	✓	✓
Checking logic flow in text	✓ *	✓	✓
Dealing with ambiguity (lack of clarity)	✓ *	✓	✓
Dealing with repetition and wordiness	✓ *	✓	✓
Checking that a style sheet has been followed	✓	✓	✓
Implementing a style sheet from scratch	X	✓	✓
Checking for suitability for audience (e.g. UK/US), including word choice	X	✓	✓
Checking consistency within the content of the text	X	✓	✓
Flagging similarities within the content of the text	X	✓	✓
Formatting from scratch	X	✓	✓
Ensuring appropriate grammar and syntax	X	X	✓
Ensuring clear dialogue expression and authentic phrasing	X	X	✓
Ensuring sentences flow smoothly whilst retaining the author's voice	X	X	✓
Ensuring readability	X	X	✓
Ensuring conciseness	X	X	X
Highlighting potential issues with plagiarism**	X	X	X
Flagging missing elements in references	X	X	X
Cross referencing in-text citations with references	X	X	X

*This is not always included for students submitting work for assessment because no rewriting can be done by a proofreader on examined texts. However, I may raise specific queries for the student to address.

** It is not my responsibility to check for plagiarism but I will point out if I feel a reference is required or if style/tone of writing changes such that it stands out.

