

## EDITING SERVICES

P = Proofreading C = Copyediting E = Full-Service Editing

Service	P	C	E	Comments
<b>Basics</b>				
Mechanical editing	✓	✓	✓	grammar, spelling, punctuation, hyphenation, capitalization, etc.
Highlight unclear phrases / sentences	✓	✓	✓	
Consistent American or British English	✓	✓	✓	
<b>Writing style &amp; content</b>				
Rewrite unclear phrases / sentences, or...		✓	✓	
...make alternate suggestions		✓	✓	
Cross-check acronyms, abbreviations		✓	✓	tracked and defined on initial use
Query structure			✓	inconsistencies, repetitions, omissions
Query possible factual errors			✓	fact-checking not editor's duty
<b>Document style &amp; formatting</b>				
Apply consistent Chicago Manual style	✓	✓	✓	numbers, spelling, capitalization, etc.
Cross-check manuscript elements		✓	✓	titles, tables, illustrations, etc.
Document formatting			✓	TOC, parag., headers, sections, etc.
Follow client's preferred style guide / style sheet			✓	
Multi-author projects			✓	More than three authors / texts
<b>References</b>				
Check consistent use of citation system		✓	✓	e.g., author-date vs. bibliography
Cross-check citations		✓	✓	e.g., footnotes against bibliography
Format bibliography / references / notes			✓	default style: Chicago Manual
<b>Maintenance</b>				
Provide final summary of open issues	✓	✓	✓	
Maintain style sheet for future projects		✓	✓	
Correspond directly with authors			✓	for multi-author projects
<b>Additional services</b>				
Copywriting	per project basis			
In-house style sheet consultation / creation				
On-location editing				