

Not sure which service you're looking for?

Here is a quick reference guide to my copyediting and proofreading elements to help you.

	Copyediting	Proofreading
Correct standard spelling, grammar and punctuation	✓	✓
Consistency in style of spelling, hyphenation and capitalisation	✓	✓
Consistency in industry-standard document format (e.g. paragraph indentations, chapter breaks, extra spaces at the end of paragraphs, incorrect spaces before punctuation etc.)	✓	✓
Correct punctuation of dialogue	✓	✓
Correct word usage and missing words	✓	✓
Check page numbers, chapters, table of contents and running heads	✓	✓
Consistency in the narrative (e.g. switching between third and first person, accidental tense changes)	✓	✓
Accidental sentence, paragraph or scene repetitions (e.g. where redrafting has taken place)	✓	✓
Avoiding over-repetition of words	✓	✓
Minor continuity problems (e.g. afternoon changing into morning)	✓	✗
Inconsistencies in minor plot details/timelines (e.g. changes in character names or descriptions)	✓	✗
Appropriate tone/word choice for audience	✓	✗
Improbable character behaviour (e.g. characters suddenly speaking/acting inappropriately)	✓	✗
Confusing or awkward phrases	✓	✗
Checking of basic facts ¹	✓	✗
Alerting the author to any possible legal issues ²	✓	✗

¹This does not include extensive fact-checking.

²I will flag up any potential issues, but the responsibility remains with the author. I will not check or seek permissions with regards to copyright.