

Standard Service

The Standard proofreading service is suitable for those who are looking for the basic correction of punctuation, grammar, spelling, typographic errors, occasional mistakes in citation style, and also format irregularities in the main text, tables, figures, footnotes, endnotes or appendices.

At this level, I will also highlight and comment on other areas for improvement. These are queries for you to consider and correct for yourself, such as word repetition, frequent inconsistencies in the numbering of sections, format of titles and headings, obvious mistakes in quotations and repeated mistakes in citation style (if a style guide has been provided).

The proofreader will:

- Correct all punctuation, spelling and grammatical errors.
- Correct all typographic errors.
- Amend infrequent, occasional citation errors (if a style guide is given).
- Correct infrequent, occasional formatting mistakes that are not repeated throughout the whole text.

Highlighted for your attention:

- Consistent formatting errors (evident throughout the whole text).
- Misuse of citation style throughout the whole text (if the style is provided).
- Obvious mistakes in quotations.

Advanced Service

The Advanced proofreading service is suitable for those who would like a more in-depth edit of their writing. This includes correction of punctuation, grammar, spelling, typographic errors and mistakes in citation style (if a style guide has been provided). At this level I will use synonyms to correct repetition of vocabulary; rephrase sentences to correct grammar, tense and clarity of meaning; and adjust long or short paragraphs and sentences to increase the fluency of your text. Formatting irregularities in the main text, headings, tables, figures, footnotes, endnotes and appendices are also included.

I will highlight and comment on other areas that I may not be able to correct for you, but I will offer advice, where possible, on how to do so. This would include identification of frequent inconsistencies in the tense between paragraphs; large amounts of repeated content; complex unclear meaning; basic errors between tables and text; and obvious mistakes in quotations.

The proofreader will:

- Correct all punctuation, spelling and grammatical errors.
- Correct all typographic errors.
- Amend all citation errors (if a style is provided).
- Use synonyms to address repetition of vocabulary.
- Rephrase long sentences to correct grammar, tense and clarity of meaning.
- Divide or join paragraphs and sentences that are too long or too short in order to give fluency to your writing.
- Correct formatting mistakes throughout the text.

Highlighted for your attention

- Frequent inconsistency of tense between paragraphs.
- Large amounts of repetitive text.
- Complex unclear meaning.
- Basic errors between tables, figures and text.
- Obvious mistakes in quotations.