



PROOF-EDITING

What is included in Cherry Edits' service packages?

Proof-editing: Word documents

Using Track Changes. The edit includes:

Correcting spelling errors and typos	✓
Correcting punctuation errors	✓
Correcting inconsistency in the spelling of proper nouns (people, places, etc.)	✓
Correcting inconsistency in the styling of numbers, abbreviations, speech punctuation, etc.	✓
Correcting inconsistency in the use of hyphenation	✓
Correcting bad word breaks	X
Checking chapter titles and page numbers against contents page	✓
Checking for missing text	✓
Checking for repeated text	✓
Raising a query for anything that jumps out as needing the author's attention, i.e. where something seems wrong but could be a deliberate style choice by the author	✓
Making minor sentence edits for clarity	✓
Ensuring document formatting is consistent	✓
Reordering sentences or paragraphs	X
Checking the 1) timeline, 2) character descriptions and 3) geography for sense and consistency	X

- Package workflow: Step 1 – global (macro) checks; Step 2 – one full editorial pass; Step 3 – quality assurance checks.
- No editor can guarantee 100% perfection.
- Some aspects of editing are subjective. The final decision rests with you, the author.
- This services package is a guide to be used in conjunction with the Cherry Edits Contract Terms and Conditions.



LINE EDITING AND COPY EDITING



What is included in Cherry Edits' service packages?

Line editing and copyediting: Word documents

Using Track Changes. The edit includes:

Correcting spelling errors and typos	✓
Correcting punctuation errors	✓
Correcting inconsistency in the spelling of proper nouns (people, places, etc.)	✓
Correcting inconsistency in the styling of numbers, abbreviations, speech punctuation, etc.	✓
Correcting inconsistency in the use of hyphenation	✓
Correcting bad word breaks	X
Checking chapter titles and page numbers against contents page	✓
Checking for missing text	✓
Checking for repeated text	✓
Raising a query for anything that jumps out as needing the author's attention, i.e. where something seems wrong but could be a deliberate style choice by the author	✓
Making targeted stylistic refinements	✓
Making sentence edits for clarity and flow	✓
Ensuring document formatting is consistent	✓
Targeted suggestions for potential reordering or deletion of sentences and paragraphs	✓
Checking the 1) timeline, 2) character descriptions and 3) geography for sense and consistency	✓
Targeted suggestions for fixing POV slips	✓

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PROOFREADING

What is included in Cherry Edits' service packages?

Proofreading: typeset PDF documents

Using PDF mark-up tools. The proofread includes:

Flagging and correcting spelling errors and typos	✓
Flagging and correcting punctuation errors	✓
Flagging and correcting inconsistency in the spelling of proper nouns (people, places, etc.)	✓
Flagging and correcting bad word breaks	✓
Checking chapter titles against contents page	✓
Checking page numbers	✓
Checking for missing text	✓
Checking for repeated text	✓
Checking captions and annotations	✓
Raising a query for anything that jumps out as needing the author's attention, i.e. where something seems wrong but could be a deliberate style choice by the author	✓
Rewording sentences	X
Reordering sentences or paragraphs	X
Checking the 1) timeline, 2) character descriptions and 3) geography for sense and consistency	X

- Package workflow: Step 1 – global (macro) checks; Step 2 – one full editorial pass; Step 3 – quality assurance checks.
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