



## PROOF-EDITING

### What is included in Cherry Edits' service packages?

#### **Proof-editing:** Word documents

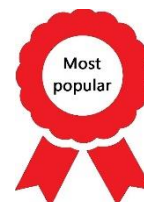
Using Track Changes. The edit includes:

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. All services are 'one and done' – i.e. one round of editing with no follow-up rounds to check subsequent author amendments. Follow-up Zooms can be booked separately if required.
- 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. All services are 'one and done' – i.e. one round of editing with no follow-up rounds to check subsequent author amendments. Follow-up Zooms can be booked separately if required.
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