

## EDITING SERVICES

These editing services are ranked in order from the most to least time-consuming (with the exception of formatting, which is a separate service and may be combined with one or more editing services).

### **Structural/substantive editing**

Structural or substantive editing is major editing that should be done on an early draft of the document. It includes the following checks:

- Structure – overall structure of the document, including use of headings and subheadings
- Organisation of information – logic and flow of the document
- Argument/thesis – clear presentation of the main argument
- Content – checking relevance of the content to the main argument
- Pace – checking for areas where the document may rush/drag
- Audience – checking that the level of technical detail is appropriate to the audience
- Fact-checking – fact-checking of any concerning information (note that this is not a fact-check of everything in the document, just of information that appears incorrect or unsubstantiated).

### **Copy/line editing**

Line editing is about the craft of writing, while copy editing refers to language usage. In non-fiction documents, I generally combine these into a single edit, taking into account the following things:

- Paragraph structure
- Sentence flow and structure
- Word choice (including noting jargon, technical terms and acronyms)
- Voice
- Style
- Tone
- Readability
- Audience
- Inconsistency of language use
- Application of a specific style guide (e.g. Australian Government Style Manual)
- Any obvious spelling or grammatical errors.

## Proofreading

Proofreading is a final check for spelling, grammar and typos. It should be the very last task done on a document before publication. Proofreading includes:

- Checking for spelling errors (and consistency with US/UK/Australian spelling)
- Checking for grammatical errors
- Checking spelling and capitalisation of headings and captions, including in tables and figures
- Checking data in tables\*.

Proofreading is *always* done on a finalised, clean copy of the document (i.e. no tracked changes, comments or outstanding edits to be incorporated). Once proofreading has been completed there should be no further changes made to the document.

## Formatting

Formatting is about checking (and applying, as necessary) styles and layout. Please note, I only have the facilities to format Microsoft Word files. Formatting includes:

- Applying consistent styles across a document
- Developing an organisation-specific style sheet\*
- Inserting tables of contents and figures
- Standardising the layout of tables and figures
- Adding page numbers, headers and footers
- Adding title pages
- Developing a glossary\*
- Formatting footnotes and/or a bibliography in accordance with a standard referencing system as required (referencing system must be specified)\*.

Formatting may be included with another type of editing. When requesting a quote for formatting, please note the specific tasks required.

\*This is a non-standard service and must be specified in the original brief. This service may attract an additional cost due to the time involved.