



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 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.



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 |

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LINE EDITING AND COPYEDITING

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 | ✗ |
| 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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