

BASIC



EDITING

- **CORRECT OUTRIGHT ERRORS:** Your editor will make changes to the document to correct grammar, punctuation, and spelling errors.
- **PERFORM LIMITED STYLE GUIDE EDITS:** Your editor will correct typographical and occasional errors to ensure compliance with the style guide as concerns in-text citations, special treatment of words, labelling of figures and tables, punctuation of numbers and equations, and other clear style errors. The editor is not responsible to make copy edits to correct use of passive voice, pronouns, tense, and other such complex issues, but will leave a note to indicate where you could revise such.
- **PROOFREAD REFERENCES:** Your editor will perform basic proofreading tasks to correct errors in the references list, including ensuring proper spacing, punctuation, and spelling within entries. The editor will alert you to missing information, incorrect formatting, and issues with the presentation and order of information within entries, as well as for the list as a whole. The editor will not research the accuracy of your citation information.



FEEDBACK

- **IDENTIFY POTENTIAL ISSUES:** Your editor will comment on potential issues you may wish to revise, such as awkward phrasing, repetitiousness, use of passive voice, inconsistencies in presentation or assertions, and so on.
- **GENERATE BRIEF FEEDBACK:** The editor will briefly outline opportunity areas for improvement in your writing and draw your attention to any pervasive or large-scale issues that could impact your desired outcome for the project.



FOLLOW-UP

- **PROVIDE BASIC FOLLOW-UP EDITS:** Should you choose to revise the text according to the editor's comments, the editor will be available to edit a limited amount of revisions. (Up to 5% or 1,500 words—whichever is smaller.) The editor will also be available to clarify his or her comments if you have questions.



EDITING

- **RESOLVE POTENTIAL ISSUES:** Your editor will perform substantive content and copyediting to fix awkward phrasing, repetitiousness, use of passive voice, inconsistencies in presentation or assertions, and so on, to the extent that he or she is able given the information on the page. To academic projects, the editor will not introduce new content or ideas, but may for personal, business, and writing projects given your upfront request.
- **ENSURE COMPLIANCE TO THE STYLE GUIDE:** The editor will make changes to ensure compliance with your style guide and submission requirements in the special treatment of words, labelling of figures and tables, treatment of numbers and equations, complex phrasing, tense, and pronoun issues, and other aspects of the text.
- **CORRECT OUTRIGHT ERRORS:** Your editor will make changes to the document to remove grammar, punctuation, and spelling errors.
- **EDIT REFERENCES:** Your editor will correct errors in the references list, including ensuring proper spacing, punctuation, and spelling within entries. He or she will also indicate where required information is missing. The editor will not research the accuracy of your citation information.



ADVANCED FORMATTING

- **PERFORM ADVANCED FORMATTING TASKS:** The editor will alter the document to conform to your style guide, submission, and other requirements, including margins, indentation, page size, font size, font style, headings, treatment of quotations, and page numbering. The editor will also ensure the title page and other front matter (table of contents/list of figures) provided by you, as well as the appendices, are in compliance. Your editor will leave comments concerning potential issues with the placement of images and tables. For an additional fee, editors can integrate images and tables, but will not be responsible to edit or resize images or to reformat tables.
- **FORMAT REFERENCES:** Your editor will correct formatting and resolve issues with the presentation and order of information within reference list entries, as well as for the list as a whole.



FEEDBACK

- **PINPOINT REVISION OPPORTUNITIES:** Your editor will comment on specific portions of the text where large-scale, content, and other revisions would help to vastly improve the work.
- **GENERATE IN-DEPTH CONSTRUCTIVE CRITICISM:** Your editor will write you a detailed message outlining opportunity areas for improvement in your writing and provide specific and practicable solutions and techniques that will help to solve pervasive problems throughout, as well as to improve your future works.



FOLLOW-UP

- **PROVIDE EXTENSIVE FOLLOW-UP EDITS:** Should you choose to revise the text according to the editor's comments, the editor will be available to edit a significant amount of revisions. (Up to 20% or 3,000 words—whichever is smaller.) The editor will also be available to clarify his or her comments if you have questions.