



Format: Word's Track Changes

What's included?

- Correcting spelling errors and typos
- Correcting punctuation errors
- Correcting inconsistency in spelling of proper nouns
- Correcting inconsistent styling (abbreviations, numbers, hyphenation, etc.)
- Checking page numbers and chapter titles (for sequencing and consistent styling)
- Checking page numbers and chapter titles against contents page
- Checking for repeated and missing text
- Flagging or querying anything requiring attention (factual information, copyright, etc.)
- Minor sentence edits to clarify meaning
- Ensuring consistent formatting
- Correcting bad word breaks
- Reordering sentences or paragraphs
- Checking timeline

The package includes one pass:

1. The proof-edit
2. Author review (author responds to queries and tracked changes)
3. Final check

This package is to be used in conjunction with my Terms and Conditions.