

COMPARISON OF PROOFREADING, COPYEDITING, AND LINE EDITING

PROOFREADING

A final polish to fix typos, grammar, and formatting errors.

COPYEDITING

Detailed editing to improve clarity, consistency, correctness, and adherence to style guide.

LINE EDITING

In-depth editing focusing on sentence-level improvements, narrative flow, voice, and overall readability.

Editing task	Proofreading	Copyediting	Line editing
Spelling and typographical errors	✓	✓	✓
Grammar and punctuation	✓	✓	✓
Consistency (e.g., hyphenation, capitalisation, style guide)	✓	✓	
Formatting (page layout, headings, numbering, citations)	✓	✓	
Word choice and clarity		✓	✓
Sentence flow and rhythm			✓
Tone and voice consistency		✓	✓
Repetition and redundancy removal		✓	✓
Logical flow and transitions between ideas			✓
Fact-checking and accuracy		✓	
Adherence to style guide (e.g., APA, Chicago)	✓	✓	
Rephrasing for impact			✓
Final pre-publication check	✓		