



**TYPES OF PROOFREADING & EDITING**

<p><b>Academic Essays &amp; Student/College Applications</b></p>	<p style="text-align: center;"><b><u>Proofreading</u></b></p> <p>MasterWriting242 Proofreaders &amp; Editors will <b>review</b> and <b>highlight</b> errors in grammar, mechanics, usage, style, typography and structure. Editors will also provide prescriptive notes on coherency and consistency. Errors may include:</p> <ul style="list-style-type: none"><li>• capitalization, punctuation</li><li>• spelling, jargon and word usage</li><li>• tone, voice, clarity, consistency</li><li>• parallelism, awkward phrasing, sentence structure</li><li>• repetitiveness, transitions and paragraph structure</li></ul>
<p><b>Business Documents, Resumes &amp; Cover Letters</b></p>	<p style="text-align: center;"><b><u>Standard Copyediting</u></b></p> <p>MasterWriting242 Proofreaders &amp; Editors will perform line by line edits, <b>correcting</b> errors in grammar, mechanics, usage, style, typography and structure. Errors may include:</p> <ul style="list-style-type: none"><li>• capitalization, punctuation</li><li>• spelling, jargon and word usage</li><li>• tone, voice, clarity, consistency</li><li>• parallelism, awkward phrasing, sentence structure</li><li>• repetitiveness, transitions and paragraph structure</li></ul>
<p><b>Books &amp; Manuscripts</b></p>	<p style="text-align: center;"><b><u>Polishing Proofread</u></b></p> <p>MasterWriting242 Proofreaders &amp; Editors will perform line by line edits, <b>highlighting</b> and <b>correcting</b> errors in grammar, mechanics, usage, style, typography and structure. This type of editing is suited for a book or manuscript that is in the final stages of revisions and is being prepared for publication.</p> <p style="text-align: center;"><b><u>Substantive or Developmental Editing</u></b></p> <p>Editors are less concerned with grammar, spelling, and mechanics and are rather more concerned about a manuscript or book's overall picture. With this type of analysis-based editing, we review a document's concept and</p>



intended use, content, organization, design, and style. MasterWriting editors will ensure that your document is functional for its readers. In this type of editing, sentences may need to be removed or rewritten, and paragraphs may need to be rewritten, condensed, or expanded.

### **Manuscript Evaluation**

Our editors will review a manuscript or book and present top-level editorial recommendations and concerns to the authors. We will provide a **one-page summary** where we will a. identify editorial issues, b. explain how the editorial issues affect the reader, and c. prescribe at least one potential solution to fixing the problems.

### **Book Proposal Evaluation**

MasterWriting editors will review and critique your book proposal, offering valuable insight into the strengths and weaknesses of manuscript while also evaluating the prospective audience and success of the manuscript.

• **Editing:** *is arranging, revising, and preparing written material for final production. The aim of editing includes 1. detection of factual, grammatical, and typographical errors, 2. clarification of obscure passages, 3. elimination of parts not suitable for the targeted audience, and 4. usage, or other reasons.*

• **Proofreading:** *the final stage of the **editing** process, focusing on surface errors such as misspellings and mistakes in grammar and punctuation.*