



Copyediting Levels

Editing Level	Services Provided
<p>Light Copyediting</p>	<p>Checking for:</p> <ul style="list-style-type: none">• Proper grammar• Spelling• Usage• Punctuation• Consistency with style (i.e. how certain words are spelled, fonts are used, etc.) <p><i>*This service is best suited for strong writers who simply need a light review to ensure that their document(s) is (are) error-free.</i></p>
<p>Medium Copyediting</p>	<p>All tasks for light copyediting will be performed in addition to checking for:</p> <ul style="list-style-type: none">• Tone• Sentence structure• Word choice• Continuity of plot and subject matter <p><i>*Rewriting at this level is minimal, and may simply include changing the passive voice to the active voice so that the text is more dynamic.</i></p>
<p>Heavy Copyediting</p>	<p>All tasks for medium copyediting will be performed in addition to:</p> <ul style="list-style-type: none">• Rewriting of sentences to strengthen text that is otherwise confusing or unclear• Rearrangement of sentences and paragraphs to ensure for smooth transitions between concepts and logical flow of text• Deletion of wordy or extraneous text to keep the document concise

Please note: All levels of editing seek to maintain the original ideas, style, and voice of the author. In no way is editing intended to overwrite or detract from said qualities.