

EDITING SERVICES COMPARISON

What We Check	Copy Editing	Proof- reading	Proof Light/ Format Proof
Spelling	✓	✓	Optional
Word choice	✓	✓	
Punctuation & grammar	✓	✓	
Missing or double words	✓	✓	
Elements organization	✓		
Word usage	✓		
Sentence structure	✓		
Paragraph structure	✓		
Footnote Links & Numbering	✓		
Fact checking	✓		
Name spelling consistency	✓	✓	
Hyphenation	✓	✓	
Comma usage	✓	✓	
Malapropisms	✓	✓	
Typos	✓	✓	
Redundancies	✓	✓	
Pagination		✓	✓
Font consistency		✓	✓
Page spacing		✓	✓
Text alignment		✓	✓
Graphics alignment		✓	✓
Justification		✓	✓
Drop cap consistency		✓	✓
Text style consistency		✓	✓
Adherence to style manual		✓	✓
e-Reader compatibility		✓	✓
Formatting errors		✓	✓
Average cost per word	.025	.016	.007
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Proof Light©			