

Service Details

Copyediting

The term “copyediting” in the indie fiction world is often used to describe a combination of line editing and copyediting, and I use it that way too.

When copyediting a book, I will do the following:

- For books written in US English, I will use *Merriam-Webster* online dictionary and *The Chicago Manual of Style*
- For books written in UK English, I will use the *Oxford English Dictionary* and *New Harts Rules* style guide
- Produce a style sheet for your book/series. This covers any elements of grammar, punctuation, and style not covered by one of the above style guides. It also includes a list of any words used in the book that don't appear in the relevant dictionary, as well as descriptions of characters and a brief synopsis of each chapter.
- Ensure consistent formatting of speech marks and apostrophes
- Ensure consistent formatting of chapters and paragraphs
- Regularize em/en dashes and ellipses
- Add or remove hyphens, initial capital letters, and italics as per industry-standard style guide
- Where necessary, ensure that punctuation is correct
- Correct spelling mistakes and typos, including misused homonyms
- Delete duplicate words
- Insert missing words
- If the book is historical, suggest alternatives for anachronistic words and phrases
- Alter incorrect grammar
- Suggest alternative words, phrases, or sentence structure to avoid ambiguity or confusion
- Standardize spellings of names and places where differing variants have been used throughout the manuscript
- Edit sentences to increase flow and impact, helping to make every word advance the story
- Suggest alternatives to avoid repeated words or phrases
- Flag up overused action beats



Service Details

Proofreading

Proofreading is very much about the technical aspect of editing, ensuring that anything that's slipped through the net in the previous editing phases is corrected before publication.

When proofreading a book, I will do the following:

- For books written in US English, I will use *Merriam-Webster* online dictionary and *The Chicago Manual of Style*
- For books written in UK English, I will use the *Oxford English Dictionary* and *New Harts Rules* style guide
- Use the style sheet provided by your copyeditor, if you've employed one
- Ensure consistent formatting of speech marks and apostrophes
- Ensure consistent formatting of chapters and paragraphs
- Regularize em/en dashes and ellipses
- Add or remove hyphens, initial capital letters, and italics as per industry-standard style guide
- Where necessary, ensure that punctuation is correct
- Correct spelling mistakes and typos, including misused homonyms
- Delete duplicate words
- Insert missing words
- If the book is historical, suggest alternatives for anachronistic words and phrases
- Alter incorrect grammar
- Suggest alternative words, phrases, or sentence structure to avoid ambiguity or confusion
- Standardize spellings of names and places where differing variants have been used throughout the manuscript



Service Details

British Advice

If you're not British but set your book(s) in the UK, I can help to make sure that everything is as accurate and authentic as possible.

This includes:

- Character and fictional place names
- Characters' speech, including vocabulary, phrasing, and word use
- Titles and forms of address
- Food and drink
- Culture and customs
- Flora and fauna
- Geography
- Governance and law and order
- Aspects of life
- Anything else that comes up that isn't authentic

