

# **Description of Proofreading Services**

## **Bernhardt Editing Services Inc**

### **Proofreading**

Bernhardt Editing Services offers proofreading as a stand-alone service or in conjunction with copy editing services. The description shown below is meant as a guideline to help clients define their needs.

Proofreading may include some or all of the following.

Checking incorporation of:

- Editor's changes accepted by author
- Author's changes

Double-checking:

- References to/position of display elements (e.g., figures, tables, charts, illustrations, photos, images, sidebars, pull quotes)
- Order of lists (e.g., table of contents, references, appendices, endnotes/footnotes)
- Format of heads and subheads
- Spacing between words and paragraphs
- Page headers and footers
- Hyperlinks
- Pagination

Spell checking