

PROOFREADERS VS. EDITORS

| INTERVENTION | EDITOR | PROOFREADER |
|---|--------|-------------|
| Spelling corrects typos, misspellings, etc. | ✓ | ✓ |
| Grammar corrects usage | ✓ | ✓ |
| Consistency corrects style, spellings, names, etc. | ✓ | ✓ |
| Ambiguity highlights and queries meaning | ✓ | ✓ |
| Variant spellings focussed/focused, -ise/-ize? | ✓ | ✓ |
| Headings checks for consistency in capitalisation, etc. | ✓ | ✓ |
| Typography checks fonts, capitalisation, italics, etc. | ✓ | ✓ |
| Design checks positioning of captions, etc. | ✓ | ✓ |
| En and em rules checks usage in date spans, parentheses, etc. | ✓ | ✓ |
| Tables and figures checks content and in-text references | ✓ | ✓ |
| Captions checks/queries content, positioning | ✓ | ✓ |
| Internal consistency standardises spellings within document | ✓ | ✓ |
| Hyperlinks checks they work and are relevant | ✓ | ✓ |
| Rewrites for clarity rewords sentences/phrases | ✓ | |
| Cross-references checks they are present and correct | ✓ | ✓ |
| Restructuring rejigs content for better flow | ✓ | |
| Clarifies expression rewrites sentences/paragraphs | ✓ | |
| Rewrites for flow rewords sentences/phrases to improve flow | ✓ | |
| Enhances readability rewrites passages to improve copy | ✓ | |
| Perfects good writing makes minor changes to good copy | | ✓ |
| Improves content changes copy to improve a document | ✓ | |