



kristinlush.nz

The WORKS v Proofreading PLUS

Level of Focus	Type of Editing Offered	Keywords	The WORKS	Proofreading PLUS
Word by Word	Mechanical editing – ensures content follows the style guide.	Guidelines such as APA/Chicago/Oxford University/Country/Publisher for citation, style, and format	✓	✓
Sentence by Sentence	Proofreading – checks for spelling and grammar mistakes, missing punctuation, formatting errors.	Better than spell-check Does not guarantee that your text makes sense!	✓	✓
Paragraph by Paragraph	Copyediting level 1 – ensures the text is free from errors of word choice, terminology, phrasing, repetition.	Correct Professional Ready for publication	✓	✓
	Copyediting level 2 (line/stylistic editing) – ensures content is accurate, complete, consistent, and easy to understand and follow.	Readable Concise Free from jargon	✓	✗
Whole Text	Substantive/Structural/Content editing – ensures the text achieves its purpose by focusing on meaning, accuracy, clarity of transitions, completeness, flow.	Clear in terms of structure, purpose, logic Complete Effective Persuasive	✓	✗

Reference checking quoted separately

Reference checking ensures that all in-text citations are formatted correctly and included in the bibliography AND that reference details are complete and accurate.

Email me at myeditor@kristinlush.nz with questions or for a no-obligation quote!