

Service Checkpoints

The table compares the features offered under each level of editing.

	Proofreading	Language Check	Copyediting	Substantive Editing
STYLE AND FORMAT REVIEW				
<p>Style</p> <ul style="list-style-type: none"> Capitalization follows conventions of the field of study American or British English style followed consistently Abbreviations have been defined where necessary and correctly used Number style is consistent with conventions of the subject area Hyphenation is correct and consistent 	✓	✓	✓	✓
<p>Journal Format*</p> <ul style="list-style-type: none"> Instructions for manuscript preparation have been followed Length of the paper (or a particular section) is as desired by the journal References are according to the format specified by the journal, e.g., as cited or alphabetical, and are complete Template if specified, has been applied Equations, Figures, and Tables are appropriately set in the text Manuscript layout including page setup, heading style, paragraph spacing, and indentation are consistent 	✗	✗	✓	✓
LANGUAGE REVIEW				
<p>Grammar, Punctuation, and Spelling</p> <ul style="list-style-type: none"> Verbs agree with their subjects Tense is consistent with the information being presented Articles (a, an, and the) and prepositions are correctly used Punctuation marks (periods, commas, dashes, semicolons, and quotes) are appropriate Spelling and typographical errors are eliminated 	✓	✓	✓	✓
<p>Words and Phrases</p> <ul style="list-style-type: none"> Scientific and formal words used instead of colloquial words or slang Relative and complete comparisons used instead of meaningless or inexact qualifiers (e.g., very, quite, rather small)? Clichés and jargon eliminated and replaced with appropriate words 	✗	✓	✓	✓
<p>Sentences</p> <ul style="list-style-type: none"> Transition words and phrases are correctly used (e.g., in contrast vs. on the contrary) Grammatical accuracy of each sentence is ensured Sentence length is varied for easy and native-like readability 	✗	✓	✓	✓

<p>Paragraphs</p> <p>Topic sentences are easily identifiable</p> <p>Transition and flow is appropriate</p> <p>Tone and voice is suitable</p> <p>Repetition between paragraphs and sections is removed</p> <p>Language and structural parallelism is ensured</p>	✘	✘	✔	✔
<p>TERMINOLOGY REVIEW</p>				↑
<p>Terms used are valid in the field of study</p> <p>Method, technique, and instrument names are correctly presented</p> <p>Supplier information has been provided</p> <p>Scientific nomenclature (gene names, protein names) is in order</p> <p>Units of measurement, symbols, and variables have been appropriately used</p>	✘	✘	✔	✔
<p>STRUCTURAL REVIEW</p>				↑
<p>Manuscript written in line with the intended audience and target journal</p> <p>Title clearly describes contents</p> <p>Abstract succinctly describes what is done</p> <p>Keywords ensure that article is correctly identified in abstracting and indexing services</p> <p>Introduction explains the hypothesis</p> <p>Materials and methods explain the methodology and how data were collected</p> <p>Results describe data and findings relevant to the thesis</p> <p>Discussion explains the implications of the findings</p> <p>Conclusion presents generalizations beyond the findings of the investigation and future work</p> <p>Acknowledgments ensure recognition of the individuals who helped author/s in the study.</p> <p>Bibliography ensures previously published work is appropriately cited</p> <p>Figures and Tables complement the narrative</p> <p>Supplementary material provides supplementary data for the expert reader</p>	✘	✘	✘	✔

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