

What can I expect?

Thank you for your interest in my proofreading service. This guide is intended to help you decide whether proofreading is the right service for you and to give you an idea of what to expect during and after the proofreading process.

The scope of the proofreading service

Proofreading is not copy-editing, rewriting, restructuring or creating new content. The Society for Editors and Proofreaders (SfEP) describes proofreading as the final “[quality check and tidy-up](#)”.

This is particularly important when working on student essays, dissertations and theses. A high level of intervention by a third party could lead to accusations of academic malpractice and seriously damage your academic career. Unless your institution has its own guidelines, which will take precedence over my own, this is what my service will cover:

- Checking and correcting your spelling, grammar and punctuation in the main text, tables, figures, endnotes and appendices (as agreed). This may include limited rewording of sentences to correct your English.
- Making sure that spelling, punctuation and capitalisation are consistent. I will also make sure that other aspects of style and formatting (such as headings and numbering) are consistent.
- Identifying the incorrect use of words and either suggesting alternatives or that an alternative should be investigated by you.
- Highlighting any text where the meaning is not clear. I will outline the problem so that you can make amendments.
- Suggesting ways to divide very long sentences and paragraphs. However, I will not reduce the overall word count.
- Checking that your references follow the correct style (for example, Harvard or APA). However, I will not check the details and I will not add in any missing information. In addition, I will not arrange references into a required style if no attempt has been made by you to do so.

These guidelines are set out in my [terms and conditions for students](#). However, they should be read in conjunction with my [standard terms and conditions](#), which state the following:

Minor language suggestions or light editorial advice may be given if appropriate. **However, the proofreading service does not include extensive editing, rewriting or restructuring.**

If you have any questions about whether the help you require is covered by the above, please don't hesitate to contact me. I will do my best to clarify anything you aren't sure about.

Royal Holloway, University of London (RHUL) students should consult the guidelines provided by CeDAS; my service for RHUL students is restricted to the identification of errors.

I have questions about your proofreading service.

If your questions aren't answered by this guide, please visit the [Frequently Asked Questions](#) page on my website. I also have an [Information for Students](#) page that may help – it includes a small sample of a proofread essay to give you an idea of the extent of my intervention and what you can expect to see when your project is returned to you.

Please don't hesitate to contact me if your question hasn't been answered or if you would like more information.

Your proofreading service sounds just the thing for my dissertation/thesis! What happens now?

Please make sure you are allowed by your institution to use the services of a professional proofreader. I will require you to confirm this to me before I can accept your project. Please note that RHUL students must book my service via CeDAS.

If you haven't contacted me yet, please check my [contact page](#) for the information I need in order to provide you with a quote. If you have already received my quote via email, please respond confirming you would like to go ahead with the work. I will tell you at or before this stage if an advance payment will be required.

Once you confirm you are happy with my quote and that you can use a professional proofreader, I will send you a project agreement. It will give your name, the project name and word count, the brief, the start and completion dates (or agreed timeframe), the total cost, any advance payment required, and when payment is due. You will need to fill in the form with your name, a contact number and your address before returning it to me. You will also need to sign it to say that you accept the terms in the document and the terms and conditions on my website. It is really important that you read them; they are there to protect both of us.

Advance payments have to be received before I can confirm the project in my schedule. You will receive an invoice for the amount, and the invoice will contain the details you need to make a bank transfer. I only accept payment via bank transfer. Once the payment is showing in the account, I will send an email to confirm the project and start date with you.

I have completed the project agreement and paid any applicable advance. What's next?

I am happy for you to send me the file as soon as you can, but providing it the day before proofreading is about to commence is often ideal. This makes sure I can spend all of the agreed start date working on your project and often get it back to you quicker than you might expect!

When I receive your document I will email you to confirm I have it and the date it will be returned by. If you have any particular areas you would like me to pay special attention to, or any style decisions you would like me to make sure have been implemented, please let me know before I start work.

I've sent you my work. What will my document look like when you've finished?

I will proofread your Microsoft Word document with the tracked changes feature switched on. A file marked up using track changes will look like this:

The screenshot shows a document titled "PROOFREADING SAMPLE" with the following text: "(Extract from) Russia and the EU can never be full partners. Drawing from post-Cold War examples, to what extent do you agree with this statement?" The main text discusses the relationship between Russia and the EU, mentioning the US as a model and citing Van Oudenaren (2005). Several changes are tracked, including deletions of "not", "US", and "it", and insertions of "US 'dialogue and cooperation'", "However, even this partnership is subject to failures and disagreements, and perhaps even tendencies towards rivalry", and "it". A comment pane on the right shows several entries from Hannah McCall, including a deletion of a period, a note about the use of an en dash, a suggestion to rewrite "even", a suggestion to refer to the US-EU relationship as "it", and a note about the use of "who" for an organization.

Track changes will show you any changes I have made, including insertions, deletions, format changes and moved matter.

The screenshot shows a document with a list of references. The references are: "Interests to a Common Agenda" in O. Antonenko and K. Pinnick (eds) *Russia and the European Union: prospects for a new relationship*, London: Routledge.; Gower, J. (2009) 'The European Union's Policy on Russia: Rhetoric or Reality?' in J. Gower and G. Timmins (eds) *Russia and Europe in the twenty-first century: an uneasy partnership*, London: Anthem Press.; Gower, J. and Timmins, G. (2009) 'Conclusion: Russia and Europe: An Uneasy Partnership' in J. Gower and G. Timmins (eds) *Russia and Europe in the twenty-first century: an uneasy partnership*, London: Anthem Press.; Van Oudenaren, J. (2004) 'Policy Towards the Extended Frontier: The Balkans and the Newly Independent States' in M.G. Cowles and D. Dinan (eds) *Developments in the European Union 2*, Basingstoke: Palgrave Macmillan.; Van Oudenaren, J. (2005) *Uniting Europe: An Introduction to the European Union*, 2nd edition, Lanham, Maryland: Rowman & Littlefield Publishers.; [Webber, M. \(2007\) *Inclusion, Exclusion and the Governance of European Security*, Manchester: Manchester University Press.](#) The comment pane on the right shows several entries from Hannah McCall, including a deletion of "in", a deletion of a period, a move down of a reference, a format change to italic, a move of an insertion, and another format change to italic.

I will also use comments to explain changes, suggest amendments or query elements I think need your attention.

You will be able to accept or reject my amendments individually as you go through the file. If you would like more information on how track changes works, you can visit the Microsoft Office [support pages](#).

What will you send me when proofreading is finished?

I will send you an email titled 'Proofreading completed'. It will have the following documents attached:

- The proofread document with mark up
- The style and feedback sheet for the project
- The invoice for the work
- The client sign-off form

I compile a style sheet for all my jobs – it tracks your style choices (e.g. use of serial commas, *-ise* or *-ize* suffixes) and changes I have made for consistency – and I will send this to you for your future reference. You can see a sample style sheet on the [Resources](#) page of my website. (A style sheet may not be provided for very small projects as it would be so limited it would have little to no value.) If necessary, I will also include a section on any errors you make regularly – this should give you an idea of the areas of your writing you could improve.

The invoice will contain the details required for you to make the payment for the work. I accept payment by bank transfer. I will also provide a sign-off form for you to confirm that I have completed the project according to our project agreement and my terms and conditions.

I have a question about a change you've made or I would like some more advice.

Please don't hesitate to send me an email with any queries you have. I am happy to try to explain more or differently, and I can refer you to any appropriate resources for additional information. I can also help you to make changes in response to any queries I had.

My quote includes one additional proofreading check of content you have changed or rewritten because of my comments. Please highlight the altered text so I can find it easily!

If you would like me to proofread new or additional content, I would be delighted to provide you with a quote for that work.

Unfortunately, I cannot provide additional help or proofreading for RHUL students. If you need more advice, you should contact CeDAS.

I've paid your invoice. Thanks Hannah!

Thank you! I will send you an email to confirm I have received the payment once it is showing in the account.

If you would be prepared to provide a testimonial for my website, please get in touch. It would be greatly appreciated!