



Levels of Service

Level 1: Proofreading

This consists of checking the basics and consistencies of style such as:

- Typos
- Fonts / alignment / line length
- Paragraph / pagination (numbers and headings)
- Spelling

Level 2: Simple editing

This is non-intrusive and used for correcting:

- Grammar
- Inconsistencies in language
- Clarity

Level 3: Structural editing

This service is used for editing such as:

- Removal of repetitions
- Logic flow
- Cross-referencing
- Rephrasing (not rewriting)

Level 4: Project management

This level of service would be required for:

- Collating and editing large projects or multi-author works (e.g. theses, big grant applications)
- Restructuring and rewriting of documents / manuscripts
- Writing projects for clients providing information only

HIGHER SERVICE LEVELS INCORPORATE ALL COMPONENTS OF LOWER SERVICE LEVELS.

TRIVALENT EDITING

professional writing services

