
Proofreading and Copy Editing Services at Hayden-McNeil

Our team of skilled, professional proofreaders and copy editors take great care in ensuring the accuracy and consistency of your content. While we don't *edit* the text, it is our job to polish it, in terms of consistency and correct usage wherever possible, making sure the text stays true to your intent. With that in mind, the guidelines we follow have been established, in large part using guidelines set forth in *The Chicago Manual of Style*, to ensure quality and consistency in each text, and in all of Hayden-McNeil's publications.

Proofread

To find and correct errors introduced during the typesetting, formatting, or file conversion of the final document, and identifying any serious errors that were not caught during copyediting.

Copy Edit

Imposing mechanical consistency, making small changes in punctuation, sentence structure, and other minor errors in grammar and usage, querying consistency in fact and tone.

There are typically four stages of proofing for our typeset projects: first-pass proof, second-pass proof, PDF for press, and post-rip or press proof. The procedure for proofreading projects will be slightly different depending on the stage of proofing it's going through.

Editing Services

We also offer a more thorough editing service, specifically upon your request/recommendation. Because this service is more extensive and time consuming, arrangements must be made in advance. We will never perform this service without your request and approval.

Edit

Copy editing and/or rewriting significant portions of text for clarity and concision. (Only upon request; pre-arrange this service with your Managing Editor.)