

Proofreading and editing report

Manuscript: My Story, by A Writer

Original file names: My Story.docx

Saved as: My Story.docx

Date completed: 1 January 2012

I confirm I have checked the document for errors with regard to the following. If any rules have been applied that you are unhappy with, if you have any questions, or if you require further changes, please let me know.

Proofreading

Element	Confirm	Comment
General checks		
Spelling, grammar and sentence structure	Checked	Style seems to be to capitalise the number in Day One, Day Two etc; this has been standardised.
Punctuation, including consistent use of ellipses, hyphens, en dashes and quotation marks	Checked	Use of punctuation was quite stylistic. An attempt has been made to ensure accuracy and clarity whilst interfering with the style as little as possible.
US v UK spelling	Checked	
Formatting	Checked	Spacing changed to fit layout as is on screen. This means spaces have been added or deleted in places.
Tables/figures	n/a	
Captions	n/a	
Latin styling	n/a	
Number formatting	Checked	
Date formatting	n/a	
Time formatting	n/a	
Abbreviation styling	n/a	
Referencing/Bibliography	n/a	
Content tables	n/a	
Headers and footers	n/a	

Editing

I've marked quite a lot of changes, because I really have made a change or comment every time something jarred with me even a little. I would expect you to disagree with some entirely - it's more about challenging a few things rather than prescribing changes.

I've put in comments where relevant, and some of these comments are fairly long and involved, but I haven't explained every change. I've deleted words or phrases that I think are redundant, and replaced words that don't quite work with suggested alternatives.

There were a couple of sections that were highlighted on the version you sent me, so I've left these in and not used highlighting

As general notes:

- As a pattern for the book, there are a few linguistic errors towards the beginning, which improve as the book goes on, but then as it nears towards the end the writing becomes a wee bit less tight and focussed - I've suggested a few passages that could be cut down or rewritten.
- Overall, the tense varies. Where is the narrative position? When describing current events, it's often in the present but the overarching tense is past. This mostly works ok, but worth looking at this as a separate issue.
- Susan's speech is a bit stilted sometimes, but I think this works fine because she's Russian. Sometimes I've made her direct speech *more* correct, to keep the tone.
- Comment 24 – “He believes him because he’s telling the truth? This is circular logic – known as ‘begging the question’” There's quite a good blog on the ‘begging the question’ here if you're interested: <http://bit.ly/aqJdVY>
- I've also done a basic proofread on it and standardised a couple of things like spellings and formatting, and a few times when I noticed you'd used the UK English word/spelling instead of the US one - obviously I can't take any responsibility for this as I don't claim any kind of expertise on US dialect.
- Tenses – I note what you say in the introduction to the piece about the mixture of tenses used. Whilst I understand the stylistic decisions behind this, there are places where it causes so much confusion so as to detract from the narrative. I've therefore suggested changes in places, to keep the ethereal feel generated by the mixture of tenses, but not confuse the reader.
- The first three paragraphs or so in Chapter 4 jar in terms of the style/tone. We've been very much in the present moment so far and this is suddenly quite informative. We've gone from Susan not understanding anything to quite an informed, formal explanation - how does she suddenly know this? In particular ‘everybody knew’ (para 2) – did she know? How? This seems at odds to her attitude thus far.

Standard disclaimer: The utmost care has been taken to identify errors in this document, with a high level of attention to detail. However it is conceivable that on occasion errors will be missed due to human error. I am not liable for any losses resulting from missed errors, and the ultimate responsibility remains with the creator of the document.

Proofreader
01/01/2012