

The different levels of editing – a checklist

Substantive (aka structural, content or developmental) editing	Line editing	Copy-editing	Proofreading
Book level	Sentence level	Sentence and word levels	Sentence, word and layout levels
<p>Structure: chapters and scenes help readers' comprehension</p> <p>Relevance to intended audience</p> <p>Completeness: no missing core information</p> <p>Plot: engaging, makes sense</p> <p>Characters: authentic and engaging</p> <p>Point of view: consistent, unambiguous, navigable</p> <p>Pace: provides comfortable reading experience</p> <p>Logical and coherent narrative flow: drives the novel forwards</p>	<p>Appropriate paragraph and section breaks</p> <p>Appropriate grammar and syntax</p> <p>Authentic phrasing</p> <p>Avoiding repetition of words or phrases</p> <p>Clarity of meaning</p> <p>Clear dialogue expression</p> <p>Conciseness</p> <p>Consistency in minor plot, timeline or character details</p> <p>Correct word choice</p> <p>Elegant sentence flow – recasting if necessary but retaining author's voice</p> <p>Flagging similarities in names or events</p> <p>Readability</p>	<p>Appropriate paragraph and section breaks</p> <p>Avoiding repetition of words or phrases</p> <p>Clarity of meaning</p> <p>Consistency in minor plot, timeline or character details</p> <p>Correct word choice</p> <p>Correct chapter sequencing</p> <p>Correctly punctuated dialogue</p> <p>Flagging similarities in names or events</p> <p>Standard and consistent spelling and punctuation</p> <p>Standard grammar and syntax</p> <p>Standard paragraph indentation</p>	<p>Appropriate paragraph and section breaks</p> <p>Correct pagination and chapter sequencing</p> <p>Correct word choice</p> <p>Correctly punctuated dialogue</p> <p>Consistency in design of text and image elements</p> <p>Highlighting of stacked hyphens</p> <p>Removal of extraneous letter and line spaces</p> <p>Standard and consistent spelling and punctuation</p> <p>Standard grammar and syntax</p> <p>Standard paragraph indentation</p> <p>Widows, orphans and short lines flagged up</p>

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