

Proofreading Sample

This is a **grammatical** edit that looks for typos, spelling errors and punctuation.

~~chapter~~ Chapter One

Commented [A1]: Format (F): Capitalize chapter heading.

"He is coming! He is coming this way," a voice hissed in my ear.

Commented [A2]: Grammar (G): Missing punctuation. A dialogue tag must be preceded by a comma.

Anxiety made me clumsy and I nearly dropped the armful of clothes I was carrying to the dressing room. ~~Hangars~~ Hangers rained to the ground, whacking me on the foot and creating so much noise it drew the attention of several customers. Including the one I was desperate to avoid.

Commented [A3]: G: Word confusion. Hangars vs. Hangers.

Him.

Commented [A4]: Grammar (G): Punctuation/Ellipsis Use. Ellipses are *only* used to indicate when thoughts or speech trail off.

Why does he look so swell?

Sarah shifted the clothes in her arms and gulped as he drew closer. ~~he~~ He looked polished and cool despite the eighty degrees Celsius temperature outside. Pennsylvania was always hot this time of year.

Commented [A5]: G: Comma Splice. A *comma splice* occurs when a comma is used to join two independent clauses. T

Of course he would visit the store on the day I forgot to shave and hadn't washed my hair in days. Humiliation burned through me as he moved closer.

"Miss Green? I was told you could help me."

Commented [A6]: G: Missing end quote mark.

I giggled and tossed my hair, smiling easily. Desperate to avoid this interaction, I glanced around the area but my friend was ~~nowher~~ nowhere to be seen. I could ~~here~~ hear the traitor giggling a few feet away behind the safety of a rack of prom dresses. Realizing I was trapped made me sigh.

Commented [A7]: G: Word confusion. Here vs. Hear.

"Sure. Um, what do you need?"

Commented [A8]: G: Punctuation. Missing punctuation.

"You."

Copy Editing Sample

This is a **grammatical** edit that goes deeper than proofreading and includes elements such as dialogue, inconsistencies, formatting errors (see below), missing details and fact-checking.

~~chapter~~ Chapter One

"He is coming! He is coming this way," a voice hissed in my ear.

Anxiety made me clumsy and I nearly dropped the armful of clothes I was carrying to the dressing room. ~~Hangars~~ ~~Hangers~~ rained to the ground ~~in~~, whacking me on the foot and creating so much noise it drew the attention of several customers. Including the one I was desperate to avoid.

Him.

Why does he look so swell?

Sarah shifted the clothes in her arms and gulped as he drew closer. ~~he~~ he looked polished and cool despite the eighty degrees ~~Celsius~~ ~~Fahrenheit~~ temperature outside. Pennsylvania was always hot this time of year.

Of course he would visit the store on the day I forgot to shave and hadn't washed my hair in days. Humiliation burned through me as he moved closer.

"Miss Green? I was told you could help me."

I giggled and tossed my hair, smiling easily. Desperate to avoid this interaction, I glanced around the area but my friend was ~~nowher~~ ~~nowhere~~ to be seen. I could ~~here~~ ~~hear~~ the traitor giggling a few feet away behind the safety of a rack of prom dresses. Realizing I was trapped made me sigh.

"Sure. Um, what do you need?"

"You."

Commented [A9]: Format (F): Capitalize chapter heading

Commented [A10]: Grammar (G): Missing punctuation.
A dialogue tag must be preceded by a comma.

Commented [A11]: G: Word confusion. Hangars vs. Hangers.

Commented [A12]: Grammar (G): Punctuation/Ellipsis Use. Ellipses are *only* used to indicate when thoughts or speech *trail off*.

Commented [A13]: G: Italicize character's thoughts.

Formatted: Font: Italic

Commented [A14]: G: POV shift. POV shiftst from First Person to Third Person.

Commented [A15]: G: Comma Splice.

Commented [A16]: Research (R): Temperature in the United States is measured in degrees Fahrenheit.

Commented [A17]: G: Missing end quote mark.

Commented [A18]: S: Misspelling.

Commented [A19]: G: Word confusion. Here vs. Hear.

Commented [A20]: G: Punctuation. Missing punctuation.

Content Editing Sample

This is a **non-grammatical** edit that focuses on **big-picture elements** that make or break a story. **These are issues proofreading or copy editing will NOT address or fix.**

Content editing makes sure the structure of a story is solid before you address the finishing details with copy editing and proofreading.

chapter One

~~He is~~He's coming! ~~He is coming this way~~" a voice hissed in my ear.

~~The voice startled me. Anxiety made me clumsy and I nearly dropped the armful of clothes I was carrying to the dressing room.~~Startled, I jumped and lost my grip on the armful of clothes I'd been carrying to the dressing room. Hangars rained to the ground ... whacking me on the foot and creating so much noise it drew the attention of several customers. Including the one I was desperate to avoid.

Him.

~~Why does he look so swell??~~Why is he so good looking?

Sarah shifted the clothes in her arms and gulped as he drew closer, he looked polished and cool despite the eighty degrees Celsius temperature outside. Pennsylvania was always hot this time of year.

Of course he would visit the store on the day I forgot to shave and hadn't washed my hair in days. Humiliation burned through me as he moved closer.

"Miss Green? I was told you could help me.

~~I giggled and tossed my hair, smiling easily.~~ I gulped. A squeak escaped my lips and my cheeks heated. Desperate to avoid this interaction, I glanced around the area but my friend was nowhere to be seen. I could here the traitor giggling a few feet away behind the safety of a rack of prom dresses. Realizing I was trapped made me sigh.

"Sure. Um, what do you need"

"You."

Commented [A21]: Dialogue and Pacing: Stilted Dialogue. When most people speak, they include contractions. Speaking completely without them reads stiffly (almost mechanically) and slows down the pace of the story.

Commented [A22]: Show vs. Tell. Instead of telling us how Sarah feels, show us with her actions. Doing so removes the sense of narrator intrusion in the story.

Commented [A23]: Setting – Details needed. This is a good place to identify the setting, such as giving the store name.

Commented [A24]: Language: Outdated terminology. If this were circa 1940s Captain America speaking, then *swell* would not seem out of place. Modern speakers don't typically use slang like this internally.

Commented [A25]: POV Change. Keep the point of view consistent within a scene.

Commented [A26]: Setting – Needs fleshing out. There isn't a clear sense of place or time yet. In what city in Pennsylvania is this set? What time of year? The phrase *always hot this time of year* is still vague. You could add mention the month and whether the heat is unusual given the season, etc.

Commented [A27]: Character Building Needed. So far, Mystery Man is cardboard. If this is deliberate, make sure to fully introduce him either later in this scene or if/when he becomes the POV (point of view) character.

Description Needed. We need to know *why* he's considered good looking. We are experiencing this scene through Sarah's eyes so show us what she sees. Is he tall? What color are his eyes? His hair? What does his voice sound like when he speaks to her?

Commented [A28]: Inconsistent Behavior. This character has already shown/stated that she is nervous around Mystery Man so her reaction to his greeting (giggling and flirtatiously tossing her hair) doesn't make sense.

Commented [A29]: Character Building Needed. This character needs a name. He or she can be introduced more fully later but use the friend's name to create a better picture of him or her.