



## Language and Technical Editing Services

### Spelling

- Plain spelling errors are corrected and standard use of UK/US spellings within the manuscript are made consistent in accordance with the latest dictionaries and scientific terminology.
- Non-English words and terms with diacritical marks and accents are verified and italicized.
- Capitalization and spelling of basic terms (proper nouns, names of institutes/organizations, sentence starting with capital letter, etc.) is checked.
- Hyphens are editing according to recommended dictionaries (for scientific terms and terminologies, rules related to prefixes and suffixes are followed),
- Genus and species names are checked and queried and italicized as per the recommended style guidelines.

### Grammar

- Word inflection is corrected (number, case, aspect, tense, comparatives/superlatives, etc.).
- Inconsistencies in active/passive voice, first/third person, present/past tense are corrected; idiom/style is corrected. The author's preference is retained unless inconsistent within the manuscript and the author is consulted before making big changes.
- Definite and indefinite articles, errors with singular/plural forms, subject–verb agreement, and prepositions are corrected.
- All rules of punctuation are applied and corrected, such as commas, semicolons, colons, etc. (serial comma for US English).
- En-rules and em-rules are correctly distinguished and made consistent.

### Style Adjustment

- Correct use of abbreviations—expansion at first instance and acronym usage second mention onwards—and rules for casing (uppercase or lowercase) are made consistent in the manuscript.
- Numbers are adjusted so as to adhere to the recommended style guide.
- Mathematical operators, editing inline/displayed mathematical and chemical formulas; treatment of numbers, spaces and symbols are adjusted to the recommended style guide.
- Abbreviations are corrected (for example, 'USA' needs to be changed to "United States" when used as a noun; US when used as a modifier, e.g., US Army).
- Manipulation of spaces within equations and conditions (em space, en space, thin space, etc.) is checked.
- Emphasis (via quote marks or italicisation) of certain terms is reviewed and adjusted with the authors consultation.
- Reference callouts in the text are checked so as to match the actual number of authors and also in the listed references.\*
- Mathematical symbols (summation, product, subset, much less than, much greater than, partial differential, delta, etc) are identified and styled.
- Variables and notions in equations are styled (italics, boldface, roman, etc.).

*\*The formatting of references according to a specific style (HARVARD, APA, Chicago, etc.) is performed for an additional fee and performed upon request.*

## Usage

- Words usage, including spellings and casings, is made consistent.
- Commonly misused terms are corrected, and language is adjusted to be gender-neutral. Ethical appropriateness and stereotypical language is also flagged for the author.
- Revision of poor writing that is a result of an author's lack of familiarity with English is undertaken.
- Statistical/scientific/medical terms and names in text, tables, and figures are checked, queried as to their correct usage, and made consistent throughout the text.

## Syntax

- Redundancies are queried or eliminated; run-on sentences are shortened or broken up or the author is queried to rewrite the sentence; dangling modifiers are queried; unnecessary repetition of words are removed; and fundamental errors in syntax are corrected.
- Text is rephrased to achieve parallel structure (a chosen grammatical form which improves readability through parallel repetition).
- Sentences are reworded for clarity and readability. Any awkward or infelicitous phrases are reworded to achieve the greatest clarity and the author is always consulted for confirmation.

## Mechanical Editing

- The manuscript is checked to ensure it is complete and that all elements are in correct sequence.
- The data integrity of the file (e.g., raised text versus superscript, special character coding, font calls, fix thin spaces, units, nonbreaking hyphens, quotation marks/apostrophes, and single/double quotation marks) is ensured.
- We edit for mechanical aspects of style (e.g., CIA (should always be in upper case), Fig. 1/Figure 1/Fig. 1(a)/Fig. 1a, numbers in words or figures, and list style).
- We crosscheck the reference citations and references (including abbreviated journal titles and so forth). Every citation in the text should have a counterpart.
- A crosscheck and style check is performed on figure and table citations and captions.
- URL and email address formatting is corrected.
- SI units are styled correctly (e.g., kg not kgs or Kg/Kgs, "K" for Kelvin—not °K, mol as unit—not mole, etc.).

## Formatting

**Note that a formatting review and edit is done for an extra fee and only upon request.** This includes checking that all manuscript elements are correctly styled and formatted according to the publisher's recommendations, which can include title page, headings, figures, tables, equations, acknowledgments, conflict of interest, author contributions, lists, footnotes, endnotes, references, author biographies, supporting information, citations, appendix, graphical abstract, etc. This also includes a check that author names are included as submitted, family and given names are correctly identified and put in the correct sequence, and that affiliation(s) are correctly assigned and styled (parts placed in correct order).

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