



DESCRIPTION OF EDITING SERVICES

Editing requests must be submitted through our website <https://wsip.arizona.edu/editing-services/editing-service-request-form>. When submitting, please be as detailed as possible with what type of editing you need following the guide below. Contact us at writingskills@arizona.edu with questions.

What We Do	What We Don't Do
<p>Correct errors and problematic patterns in most documents. For example:</p> <ul style="list-style-type: none">• Academic: theses, dissertations, manuscripts• Non-academic: reports, proposals, application materials• Personal: letters, manuscripts	<ul style="list-style-type: none">• Edit most class assignments or exams• Create original text (i.e., we don't write papers or other documents)
<p>Line-edit:</p> <ul style="list-style-type: none">• Grammar and sentence structure• Punctuation• Typos	
<p>Improve concision:</p> <ul style="list-style-type: none">• Sentence structure• Wordiness and expression	
<p>Help with organization:</p> <ul style="list-style-type: none">• Paragraph structure• Overall logical sequence• Fluency ("flow")	
<p>Correction of document formatting, including:</p> <ul style="list-style-type: none">• Margins• Font• Headings and subheadings• Page numbers• Captions	<p>Format hyperlinks to headings, subheadings, or other sections within a manuscript:</p> <ul style="list-style-type: none">• Design or format figures or tables• Design or format Table of Contents
<p>Correction of citation style:</p> <ul style="list-style-type: none">• In-text citations and references• General style use	<ul style="list-style-type: none">• Verify information in references or in-text citations• Format or check hyperlinks to references or other sources
<p>Help with content clarity:</p> <ul style="list-style-type: none">• Point to inconsistencies, repetition, or undeveloped ideas and statements• Ask questions from a general reader perspective	<ul style="list-style-type: none">• In-depth content commentary