



August, 2025

Silent Changes

This checklist outlines the standard “silent changes” I make during editing — corrections that are mechanical, non-subjective, and align with our agreed style. These changes are made without querying unless they might affect meaning or author intent. This list includes all minor corrections and formatting adjustments that may occur during the editing process.

Spelling & Typos

- Correct obvious typos and misspellings
- Apply agreed spelling standard (e.g., US vs. UK)
- Fix transposed letters and common keyboard errors

Punctuation & Spacing

- Ensure fonts & sizes are consistent
- Set up styles, set margins, needed headers (up to 4 layers)
- Standardize spacing between paragraphs
- Change double spaces after punctuation to single spaces
- Fix misplaced commas, periods, and quotation marks
- Standardize ellipses format
- Remove stray spaces before punctuation
- Add missing end punctuation
- Standardize en dash vs. em dash use
- Place punctuation inside/outside quotation marks per style
- Change soft returns/line breaks to hard returns
- Eliminate stray indents



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Capitalization

- Standardize sentence starts and proper nouns
- Correct job titles and headings per style guide
- Fix accidental all caps or random lowercase

Hyphenation & Compound Words

- Make compound words consistent per style
- Hyphenate prefixes/suffixes as needed
- Correct hanging hyphens in number ranges

Formatting Consistency

- Make quotation marks consistent (straight vs. curly)
- Italicize or use quotation marks for titles per style
- Standardize bullet and numbered list formatting
- Normalize heading capitalization
- Fix inconsistent paragraph breaks and indentation
- Ensure parallel structure in bullet points
- Ensure list numbering/lettering matches style guide

Numbers & Dates

- Apply style rules for numerals vs. words
- Format dates consistently
- Adjust ordinal suffixes per style
- Standardize units and symbols (% , ° , \$, etc.)
- Ensure spacing between number and unit is correct



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Minor Grammar Corrections

- Fix subject–verb agreement errors
- Correct obvious tense slips
- Adjust article usage where clearly incorrect

Cross-References & Links

- Ensure internal references match actual headings or page numbers
- Correct broken links or email addresses when obvious

Special Characters

- Convert straight apostrophes to curly (if style requires)
- Check en dash vs. em dash usage for ranges vs. phrases

Page Layout (for print)

- Adjust layout to avoid widows and orphans
- Maintain consistent margins and spacing for readability