

Expert EDITING

Proofreading

- Correction of typographical errors
- Correcting lapses in layout and of font use
- *Ten (10) cents per word (R30 per page)*

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Light editing – All of the above plus:

- Correction of grammatical errors
- Choice of words is considered and then revised and improved
- Consistency check of keywords and phrases, punctuation, hyphenation and capitalisation
- *Eighteen (18) cents per word (R54 per page)*

Substantive editing – All of the above plus:

- Sentence and paragraph construction is considered and revised to improve flow
- Content is revised to improve clarity and to maximise the impact of the writing
- Conflicting and/or illogical statements are queried; discrepancies and inconsistencies are attended to where possible
- Redundancies are attended to and needless repetition of text is removed *or* commented on
- If required, in-text referencing is edited for consistency and style and aligned to the referencing system
- Numbering of sections, lists, tables and figures is checked
- Critique is offered in track changes – throughout
- *Twenty five (25) cents per word (R75 per page)*

Notes:

1. Quotes require sighting of the initial document (as an MS Word file) and are based on the word count *at the time the document is received*. A typical page is taken to contain 300 words.
2. All editing is done with track changes turned on in MS Word. Costs for light and substantive editing do not include reading and checking the text for a second time (if returned to us by the author). This would incur an additional, negotiable fee.
3. Costs for the proofreading of laid-out pages (prior to going to press) vary according to the publication and the length/complexity of the text, and will be negotiated with the client. The charge cited above would be an average one.