

# Expert **EDITING**

## Proofreading

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

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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
- *Twenty (20) cents per word*

## 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 eight (28) cents per word*

### 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 is an average one.