

EDITING + PROOFREADIN

Our editing service helps make your text the best it can be by removing errors and offering advice on how it can be improved.

FEATURES: We offer two types of edit:

EDIT

This takes place **before** any design work and is an in-depth look at the content of the book.

The Editor will:

- Correct spelling, grammar and punctuation errors
- Advise on sentence structure
- Check for errors in continuity and plot holes
- Advise on any potential stylistic improvements

£30 per hour: 2,000 words per hour



PROOFREAD

This takes place **after** the book has been formatted and designed, allowing the Editor to conduct a final quality check before your book is printed. **The Editor will:**

- Correct spelling, grammar and punctuation.
- Check all formatting (e.g. page numbers, chapter headings etc.)

10% off total if order & both

£35 per hour: 3,000 words per hour

OR the customer can have both:

EDIT and PROOFREAD

To get their book to the highest possible standard, we highly recommend that they have both an Edit and Proofread. This means the Editor will correct errors and offer advice before the design stage and then give it a final check over afterwards to make sure everything is perfect (this is how professional books are edited and is standard industry practice). You also get a discount for purchasing both services.

How it Works

- Customer sends their manuscript as a Word doc (or other editable format)
- The editor will correct any errors in the text and send back any comments and suggestions
- The customer will need to read through and approve (or reject) the editor's suggestions. Editors are happy to talk to customers on the phone or by email.
- The Editor will amend the document as the customer requires
- The document will then be returned to the customer OR sent to design (depending on what they have paid for)

Benefits to the customer:

- ★ **Sell more** – a properly edited book makes for a better reader experience, resulting in more positive reviews and more sales.
- ★ **Raise your profile** – editing elevates your book to the professional standard your readers expect and inspires trust in you as an author.
- ★ **Sell with confidence** – nothing undermines you as an author quicker than a silly spelling mistake. A professional edit will help to make sure this doesn't happen.

What type of customer might want this?

Anyone who has not had their work edited.

(Even if they have edited it themselves – it is still advisable to have a professional check it as it is very difficult to edit your own work accurately because you know it too well and won't spot errors).

What type of customer would this not be appropriate for?

Someone who has already had their work edited and proofread elsewhere (unless they want it re-editing)

People requiring ghost writing (we only edit – we don't rewrite)

EDITING + PROOFREADING FAQ'S

What format should I send my work in for editing?

We prefer to edit Microsoft Word documents so we can use the 'Track Changes' function, which shows all the changes that have been made in the document and allows the editor to add comments and suggestions throughout.



We can also work from PDFs but we will only be able to highlight errors. You will need to make all changes yourself.

We can edit handwritten manuscripts but these will need to be typed up into a digital format first. We can do this for an additional charge.

How long will my edit take?

This depends on the length of your book and our schedule. We will let you know how long your edit will take at the point of enquiry. Speak to editorial manager (Helen) for timescales.



Will I be able to amend my edit?

Yes. After the editor has completed their first edit of your work, they will send the document back to you so you can see what they have done, answer any queries they have raised, and accept or reject any suggestions they have made. The editor will then amend the text in accordance with your instructions. If you require further changes after this point, we will be happy to help you, but you may be charged for additional editorial time. We will always discuss additional costs with you before going ahead.

At what stage should I get my book edited?

Usually, it's best to get as far as you can on your own before using a professional editor – if you've gone through the book yourself and eliminated easy mistakes you will know you are getting the most out of your editor. So work your book through until you are happy with it and then start to look for your professional editor – but be prepared to make further changes once you've got an expert on board.

I'm good at English. Can't I just edit my own book?

Of course you can. However, a professional editor is an experienced and skilled fresh pair of eyes. You've likely read your book several times, you know what you want to say and you know the story, which makes it easy to miss inconsistencies and mistakes. A professional editor can also offer objective, constructive and honest advice.

