



PROOFREADING  
AND  
EDITING

## DESCRIPTION OF SERVICE

Many people erroneously believe that proofreading and editing are one in the same. There IS a difference. Proofreading reveals any errors with grammar, spelling, punctuation, omitted words, unnecessarily repeated words, etc. Editing assures that the whole context of the document flows accordingly. Nonetheless, the vitality of the two remains one in the same; they go hand in hand.

Without doubt, proofreading and editing are services that the author may feel confident in providing him/herself. However, there are benefits in hiring a professional. For one, the word processing tool, "spell check", does not always catch every misspelled word. Plus, there may be instances where a word does not show up as misspelled, yet, it is not the word that was intended to be used. Also, sometimes the author may be too close to the work to be objective. Therefore, assuring the proper context of the work may not be as easy of a task as expected.

The rules of proofreading and editing are ever-changing. The overall goal of this company as it relates to providing this service is to assure that the document has been professionally proofed and edited to the highest of industry's standards. By providing strict attention to details and by employing an excellent command of the English language, the company is committed to presenting a final product that the author can be proud of.

So, how do we conduct our proofreading and editing services? Simple. Provide us with a copy of your manuscript (hard copy and electronic). We will review it and make our suggested edits in red and/or highlight them in yellow. (Note: we don't use the built-in tracking method found in Microsoft Word.) We highlight the changes so you can see what they are. Once you are in agreement with the changes, we make sure they are reflected in your final draft and provide you with hard and electronic copies of the revised document. You are not obligated to agree with our suggested changes, but it shall not be a negative reflection upon us should you later discover our suggested changes were correct.

## Fees

The cost range for this service depends on the size and scope of the project, but it is primarily calculated by the number of 8 1/2" x 11" pages (double spaced) your document contains. If the project is that of a 5 1/2" x 8 1/2" book, the page count will basically be twice the number of pages published. Special consideration is given to work within all budgets, particularly individuals and small businesses. Once the page count and fees are determined (based on the rate sheet that will be shared during the initial consultation), a deposit of 1/2 is needed to initiate the project. The balance will be due once all edits have been made and approved by the author.

