

Here is a quick reference guide to my line/copy-editing and proofreading elements.

I will check:

	Line/copy-editing	Proofreading
Standard spelling, grammar and punctuation	✓	✓
Consistency in style of spelling, hyphenation and capitalisation	✓	✓
Punctuation of dialogue	✓	✓
Consistency in the narrative (e.g. switching between third and first person, accidental tense changes)	✓	✓
Page numbers, chapters, table of contents and running heads	✓	✓
Industry-standard manuscript format (e.g. paragraph indents, chapter breaks, etc.)	✓	✓
Plot details/timelines (e.g. changes in character names or descriptions)	✓	
Character behaviour (e.g. characters suddenly speaking/acting inappropriately)	✓	
Over-repetition of words/sentence structure	✓	
Basic point of view	✓	
Appropriate word choice and make suggestions on improved vocabulary	✓	
Sentence structure for improved flow and sentence order to ensure logic	✓	
Basic fact-checking ¹	✓	
Alerting the author to any possible legal issues ²	✓	

¹E.g. brand names, place names, dates.

²I will flag up any potential issues, but the responsibility remains with the author. I will not check or seek permissions with regards to copyright.

How it works

Tell me a bit about your novel

To help me decide if I'm the right editor for your project, send me a short sample of your manuscript (usually of around 2000 words). If I think I'm a good fit, I will conduct a sample edit and return it with a quote for the total fee, the length of time I think the project will take, and when I can fit it into my schedule.



Agree to work together

If you are happy to proceed, I will send you a Project Agreement outlining the project terms which will include a section for you to add any spelling/punctuation preferences you may have, along with my standard terms and conditions. I will request a 30% deposit of the total fee to secure a place in my schedule.



Making a start

You will need to send me your entire manuscript in Microsoft Word before the agreed date. I will carefully edit your manuscript using Track Changes, leaving any queries/suggestions for you using the Comment boxes.

I will email you two copies of the edited manuscript: a fully tracked version showing everything that I've done; and a comments only version that has all the edits accepted (this will be easier on the eye to follow).

I will also send you a style sheet that records your preferences in spelling and punctuation as well as the most important editorial and stylistic decisions I've made, along with an invoice for the balancing payment.



Review the edits

Once you've gone through the edited manuscript and accepted or rejected the edits as desired, reply to the queries I've left using the Comment boxes, then you can return your final version to me within one week for a final check.

I'll make any last edits in response to your answers as a result of my suggestions/comments. (However, if, at this point, you wish to make additional edits, these would need to be treated as a new project.)

I'll then return the final edited manuscript along with a feedback form.