

TYPES OF EDITING SERVICES

Developmental Editing

Coordinating your nonfiction project from outline or rough manuscript to final manuscript; incorporating input from you, reviewers, and others; serving in a support capacity to help you shape the content and organization of your material.

Substantive Editing

Takes into account both the big picture as well as detailed line-by-line editing; may require research/fact-checking. Collaborating with you on fiction can produce refinements to the characters, storyline, dialogue, and pacing.

Copyediting/Line Editing

Editing the manuscript for grammar, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and internal consistency of facts; marking head levels and approximate placement of artwork/graphics; calling out any unusual production requirements to the designer or production department of a publishing house; noting any permissions that might need to be obtained.

Proofreading

Correcting typos and typesetting errors on pages that have been designed and laid out (the last stage of the editorial process).

Production Proofreading

Coordinating typesetting and design in the galley proof stage; includes ensuring accurate integration of design and content elements.

Fact Checking

Checking accuracy of facts and/or quotes by reference to original sources used by author and/or from other sources.

Copywriting

Providing original, well-written content, or working from draft text supplied by the author. Usually this is a form of marketing-style content used in the advertising, publicity, and selling of a product or service, such as for brochures, advertisements, website, flyer, newsletter, press releases, articles, or presentations. working with the author to convey your message clearly, accurately, and effectively.

Photo / Graphics Stock Image Research

Locating suitable project-specific photos and/or artwork. May include obtaining camera-ready reproductions; preparing descriptions; supervising production of final artwork; obtaining releases from and/or conducting financial negotiations with picture sources and artists; preparing labels, captions, and sources for typesetting.

Manuscript Evaluation & Proposal Design

Involves reading your entire manuscript and providing detailed comments and suggestions regarding content, organization, writing style, and editorial issues. An evaluation of fiction will address characterization, dialogue, plot/subplots, pacing, and point of view, as well as ways to remedy problems.