

# EDITORIAL PROJECT GUIDELINES

*Even though manuscripts come to editors in any number of forms — in terms of spacing, typeface, font size — to calculate a rate and determine how long a project will take, we use the industry standard of 1 manuscript page = 250 words. (Based on 12pt Times New Roman, double-spaced, unformatted.) So to determine a project's size in these terms we take total number of words and divide by 250 to get the number of manuscript pages.*

LEVEL & SCOPE OF EDITING SERVICES BY TIER		RATE
<b>TIER 1</b> Proofreading	Checking galley corrections against final, publication-ready manuscript to ensure all corrections have been incorporated. Basic copyediting to correct misspellings, typos, grammar and punctuation errors.	\$75/hour
<b>TIER 2</b> Copyediting	Extended proofreading/line-by-line editing. Correction of spelling mistakes, typos, punctuation problems, capitalization errors and awkward grammar. Ensure consistent style.	\$90/hour
<b>TIER 3</b> Substantive	Extended copyediting, plus: Address manuscript structure/organization, clarity of message, understandability/readability, word choice. Fact-check. Remove redundancies, address inconsistencies. Check cross-references, headers, footers, table of contents, indexes, etc. Rewrite as needed. Validate math calculations, phone numbers, web addresses, names and titles, etc.	\$110/hour
<b>TIER 4</b> Developmental	Aiding with development of a project, from concept to execution. Involves consultation on topic, content, organization, structure, presentation. Can also include research, ghostwriting, rewriting, formatting, layout, other.	\$125/hour

## EDITING PROCESS

Editing can be done either on hard copy (mailing or printing costs to be borne by the client) or electronically, via Word document. (A PDF manuscript also can be edited, but is much more labor-intensive and therefore carries an additional cost). We prefer to work with a complete manuscript, as substantive editing requires moving back and forth within sections or chapters so is more efficient. Chapter-by-chapter editing can be arranged but may require more time and incur some additional cost.

## COST & TIMELINE

Cost and timelines for completion vary, depending on project scope, condition of manuscript and actual hours required. (If edits move at a faster pace, the price will be lower. Additional fees may apply if a rush turnaround is required.) Because of commitments to other clients and projects, we appreciate receiving notice as early as possible (at least two weeks lead time) regarding your manuscript's arrival date. (This does not lock you into a firm date, but simply helps ensure we set aside sufficient time for your project on our schedule.)

## DEPOSIT & INVOICING

Upon acceptance of project bid, client will sign, date and return the agreement, which will be countersigned and a copy returned. Work will begin upon receipt of a negotiated deposit along with materials to be edited. (Please note that this deposit is nonrefundable once an agreement has been signed and deposit has been received and will be applied to the total due.) Invoices for the remainder of the fee will be presented at regular intervals throughout the project. If the scope of the project changes once work is under way, new terms will be discussed and agreed upon, and a revised bid submitted for client's approval.

*Revised January 2021*