

# YOUR WRITING LADY

## EDITING SERVICES AND RATES

Please note that all definitions were retrieved from the *Definitions of Editorial Skills* page on the Editors Canada website. American conventions are used for editing documents written in U.S. English or by American authors.

### **Proofreading**

**\$3 per 1000 words**

“Examining material after layout or in its final format to correct errors in textual and visual elements. The material may be read in isolation or against a previous version.”

(Definitions of Editorial Skills | Editors Canada)

Includes checking for:

- adherence to design
- minor mechanical errors (such as spelling mistakes or deviations from style sheet)
- consistency and accuracy of elements in the material (such as cross-references, running heads, captions, web page heading tags, hyperlinks, and metadata)

### **Copy Editing**

**\$6 per 1000 words**

“Editing to ensure correctness, accuracy, consistency, and completeness.”

(Definitions of Editorial Skills | Editors Canada)

It includes:

- editing for grammar, spelling, punctuation, and usage
- checking for consistency and continuity of mechanics and facts, including anachronisms, character names, and relationships
- editing tables, figures, and lists
- notifying designers of any unusual production requirements
- developing a style sheet or following one that is provided
- correcting or querying general information that should be checked for accuracy.”

**Line Editing** (*also known as Stylistic Editing*)

**\$8 per 1000 words**

“Editing to clarify meaning, ensure coherence and flow, and refine the language.”

(Definitions of Editorial Skills | Editors Canada)

It includes:

- eliminating jargon, clichés, and euphemisms
- establishing or maintaining the language level appropriate for the intended audience, medium, and purpose
- adjusting the length and structure of sentences and paragraphs
- establishing or maintaining tone, mood, style, and authorial voice or level of formality”

**Structural Editing** (*also known as*

**\$15 per 1000 words**

*Substantive, Content, or Developmental Editing*)

“Assessing and shaping draft material to improve its organization and content.

Changes may be suggested to or drafted for the writer.”

(Definitions of Editorial Skills | Editors Canada)

Structural editing may include:

- revising, reordering, cutting, or expanding material
- writing original material
- determining whether permissions are necessary for third-party material
- recasting material that would be better presented in another form, or revising material for a different medium (such as revising print copy for web copy)
- clarifying plot, characterization, or thematic elements.