

Copy-Writing

Specialist Consultants



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Light editing

- Correction of typographical errors
- Lapses in layout and of font use are corrected
- Correction of grammatical errors
- Choice of words is considered and then revised and improved
- Consistency check of keywords and phrases, punctuation, hyphenation and capitalisation
- *Twenty (20) cents per word*

Substantive editing – All of the above plus:

- Sentence and paragraph construction are considered and revised to improve flow
- Content is revised to improve clarity and to maximise the impact of the writing
- Conflicting and/or illogical statements are queried; discrepancies and inconsistencies are attended to where possible
- Redundancies are attended to and needless repetition of text is removed *or* commented on
- In-text referencing is edited for consistency and style and aligned to the referencing system used (e.g. Harvard, Vancouver or APA)
- Numbering of sections, lists, tables and figures is checked
- Critique is offered in track changes – throughout
- *Twenty-eight (28) cents per word*

Notes:

1. Quotes require sighting of the initial document (as an MS Word file) and are based on the word count *when the document is received*. A typical page is taken to contain 300 words.

2. In-text references are cross-checked against the list of references at the end of the document and vice versa, at an additional negotiated fee *per reference*.

3. All editing is done with track changes turned on in MS Word. Thus, all changes made will be evident to the client and with substantive editing there will be additional commentary. Costs for light and substantive editing do not include reading and checking the text for a second time (if it is returned to us by the author). This would incur an additional, negotiable fee.

4. Costs for the proofreading of laid-out pages (prior to going to press) vary according to the publication and the length/complexity of the text. These are negotiated with the client based on the sighting of sample pages.