

LITTLE TWEAKS PROOFREADING

Little Tweaks Proofreading

Developed to meet the needs of those authors who have completed the major structural and developmental editing to their work, and have had a detailed line edit completed, my **Little Tweaks Proofreading** is the perfect way to check that all the pesky essentials of sentence structure, spelling, syntax, and formatting are spot on.

There are so many *rules* around the editing process and all good copy-editors will follow certain ones, as do I. I use the *Oxford English Dictionary* and *New Hart's Rules*.

Should you decide to choose me to work with you on your manuscript, here is my promise to you:

I will never try to change your voice. This is your book, your world, your characters so while I will try to ensure that all the standard rules around spelling, punctuation, and grammar have been adhered to, I will also understand and appreciate that what you have created needs to be authentic to your readers.

Your readers will never know I have even read your script, let alone swapped some words around!

Cost

This service costs **£7.50 per thousand words** and I require a **50 per cent deposit** to secure your place in my diary and the **remaining 50 per cent is due on receipt of the completed edit**.

I want professional editing to be available to all authors, if you need to discuss financial matters, please do get in touch. I understand and appreciate you may not have the funds available immediately and will happily discuss payment options with you.

Operating system

I work on a desktop computer installed with Microsoft Windows 10 and Microsoft Word 2016. I've never encountered problems with authors who use an earlier version of Word or a MacBook.

I use the Track Changes functions to show you every suggestion and comment. When I return your edited manuscript, I will send you instructions on how to see what I've done.

Emma Mitchell



Copy-editor

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Formatting

It is best to avoid over-formatting your manuscript prior to sending it out, whether using my services or not.

I recommend that you try to keep it as simple as possible so that it's easier for the editor/proofreader/publisher to make the relevant changes when the file is ready for digital upload. Setting formatting too early on can potentially cause issues later.

My suggestion would be to use the following settings:

- Times New Roman 12pt
- 1.5 spacing
- No indents

Should you require, I will format your document to an industry acceptable standard, ensuring consistency of the various elements – saving you the precious time you need to write your manuscript and ensuring that you have a cleaner file to use after the editing process is finished. Your formatter/designer will be very happy! The best bit? This is included in my **Big Difference Editing Service** at no extra cost!

Pre-Track Changes

Before I hit the Track Changes button in Word, I will carry out some standard housekeeping to your manuscript, including but not limited to:

- Deleting unnecessary double spaces
- Using Word's Style features to create consistent text elements
- Removing rogue spaces at the start or end of a paragraph
- Ensuring the correct quotation marks are used throughout
- Correcting the most common spelling mistakes
- Correcting the most common punctuation errors

These are things which you **must** change, but don't need to worry about (that's what you're paying me for!) I would rather you focus on the more crucial elements I've suggested changes to, than deal with a reviewing panel full of, what can sometimes amount to, hundreds of changes.

How long will it take?

As each project is different, I cannot give an exact length of time, however, I typically work to a speed of 2,500 – 3,000 words per hour and try to limit my daily editing time to six hours per day, meaning that a fiction manuscript of 90,000 words will take approximately five days. Deeper editing needs may mean I take longer, and therefore I request a three-week window in which to complete and return your editing.

Emma Mitchell



Copy-editor

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What you get back

When I have completed my edits, you will receive the following:

A Tracked Word document – showing every single change I have made to your manuscript. So, whether a deleted comma, or an added apostrophe, you will see it, including any comments I have made. You will need to work through each change to accept or reject it.

A Comment Only Word document – I will accept all the changes that “need” to be made and you will only see the comments that I have made suggesting other changes.

Style Sheet – this will show you, among other things, the elements I have worked on, the guidelines I have worked to and based any decisions on (**Oxford Style Guide**) with examples, character list, and a chapter by chapter plot outline.

Invoice – I require a **fifty per cent deposit upfront** to secure your place in my diary and the remaining **fifty per cent is due upon receipt of your completed edit**.

Emma Mitchell



Copy-editor