

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, 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 **£8.50 per thousand words** and I require a **fifty per cent deposit** to secure your place in my diary and the **remaining fifty 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



Editor

www.edmcreatingperfection.com | 07508 583844

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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 keep it as simple as possible so 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 tabbed indents

I offer a Manuscript Formatting service which can be booked in at this stage at a discounted rate if you are using me for your proofreading. Please let me know if you'd like to discuss this too.

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



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 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.

PDFs – If there have been a lot of changes, I will carry out more than one pass, and save each one as a PDF for your records, before accepting the changes and starting again. This will only be done on elements which must be changed, or those detailed on the Author Preferences Form.

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.

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



Editor

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