



Maria Kuzmiak Writing & Editing Services

Let's tell your story!

www.mariakuzmiak.com

Editing Services Overview

The first step is to determine which type of editing you need. Clients often ask for proofreading when they need copy editing or for editing when they need something closer to ghostwriting. If you want help with *writing*, please ask about my **ghostwriting or copywriting services**.

MANUSCRIPT EVALUATION

Manuscript evaluation entails looking at the big picture. It is **general feedback** about your work.

HOW I WORK ON MANUSCRIPT EVALUATION PROJECTS

I read your entire manuscript and ask questions about your goals and vision for the project. I give you a short analysis of your piece that includes acknowledgment of what works and suggestions for revision.

DEVELOPMENTAL EDITING

This combination of manuscript evaluation and substantive copy editing may include suggestions for revision, rewriting of parts of the manuscript (at your request), and **overall guidance to shape the work into a smooth, well-flowing piece**. It also includes line editing or copy editing as described below.

HOW I WORK ON DEVELOPMENTAL EDITING PROJECTS

I read the manuscript three times. The first time is to evaluate the overall piece before I do any editing. I then work with you to revise the copy. Services may include ghostwriting, rewriting, and/or substantive line or copy editing.

LINE EDITING AND COPY EDITING

Line or copy editing consists of **going through the manuscript line by line to catch spelling, grammar, and punctuation errors**. Line editing also involves **addressing awkward phrasing and ensuring consistency throughout the piece**.

HOW I WORK ON LINE EDITING/COPY EDITING PROJECTS

My preference is to work in **Microsoft Word**. I use the software's editing feature ("Track Changes") so you can see and accept or reject edits I suggest. I also use the Track Changes feature to communicate with you via comments. That communication includes:

- Questions for you to help clarify anything that is not clear
- Suggestions for revising small passages to improve the flow or consistency of the writing

As I edit, **I use a style sheet** to ensure the copy is consistent. For example, if you are writing a book about yoga and your text includes Sanskrit words, I'll list those words as I read and keep the list in front of me as I work so I can double-check all spellings.

I use the **Chicago Manual of Style** unless you have another preference.

After the first round, I send the document back to you, so you can answer any questions in the comments and make changes you want to make based on my feedback.

In some cases, clients give me the green light to rewrite small sections of their work. Others prefer to do all revisions themselves. As we get more comfortable working together and you're confident I have a feel for your voice and style, you may find it easier to let me make some revisions.

For long manuscripts, I find it efficient to break the content into smaller segments.

Once you return the manuscript to me, I go through each comment to confirm everything has been addressed. I then read the entire document at least one more time.

PROOFREADING

Proofreading is the **finishing touch** after a manuscript has gone through several rounds of editing. While proofreading is often part of the editing process, it is not the focus of editing. If the manuscript needs significant editing, it will usually need a final read.

HOW I WORK ON PROOFREADING PROJECTS

I read through the document and make corrections if needed. If you want to see the edits, I will work with the "Track Changes" feature on. If you prefer a clean copy, I will not track the edits.