



Maria Kuzmiak
Writing & Editing Services

I've got the words you're looking for.

Editing Services Overview

**Cost estimates are based on industry standards as described by the Editorial Freelancer's Association.*

The first step is to determine exactly which type of editing you need. Clients often ask for proofreading when they really need copy editing or for editing when they really need something closer to ghostwriting. What follows is an overview of the different types of editing services I provide. If you want help with *writing* please ask about my **ghostwriting or copywriting services**.

MANUSCRIPT EVALUATION

Manuscript evaluation entails looking at the big picture and making sure everything flows and is consistent. It is a **general critique** of your work.

Rate: \$40/hour or \$75 per 10,000 words

HOW I WORK ON MANUSCRIPT EVALUATION PROJECTS

I will read your entire manuscript, making notes as I read. If necessary, I will also ask you questions about your goals and vision for the project. I will then provide you with a written evaluation of the work along with 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. The approximate cost of developmental editing can be estimated based on a pace of 1-3 manuscript pages per hour for a manuscript page that is 250 words.

Rate: \$40/hour or \$530 - \$1000 per 10,000 words

HOW I WORK ON DEVELOPMENTAL EDITING PROJECTS

I will read the manuscript three times. The first time will be to evaluate the overall piece before I do any kind of editing. I will 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

When your manuscript is in good shape, the next step is line or copy editing. This type of editing consists of **going through the manuscript line by line to catch spelling, grammar, and punctuation errors** (proofreading). Copy editing also involves **addressing awkward phrasing, ensuring consistency throughout the piece, and possibly fact-checking.**

The approximate cost of copy editing can be estimated based on a pace of 2-10 manuscript pages per hour for a manuscript page that is 250 words. The pace depends on whether the manuscript needs light, moderate, or substantive (heavy) editing.

Rate: \$40/hour or \$160 - \$800 per 10,000 words

HOW I WORK ON LINE EDITING/COPY EDITING PROJECTS

My preference is to work with **Microsoft Word** documents. I use the software's editing feature ("Track Changes") so you can see and accept or reject any changes I propose. I also use the Track Changes feature to communicate with you via comments. That communication will involve:

- 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 whenever there is a potential issue. For example, if you are writing a book about yoga and your text includes Sanskrit words, I will make a list of those words as I read (adding each one as I come to it) and keep that list in front of me as I work so I can double-check all spellings. (If I'm unsure of a spelling, I will, of course, look it up!)

I use the **Chicago Manual of Style** unless you have another preference or an in-house style sheet that you want me to use.

After the first round (called a "pass" in editor-speak), 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.

(Note: In some cases, clients give me the green light to rewrite small sections of the work; in other cases, they prefer to do all rewriting themselves. As we become more comfortable working together, I will begin to get the feel for your unique voice and style, and you will likely become more comfortable letting me make small changes to the manuscript.)

For very long manuscripts, I find it is most efficient to break the content into smaller segments, so you can review part of the work before I've gone through the entire manuscript. While you're doing that, I will be working on the next section.

Once you have sent the manuscript back to me, I go through each of the comments to confirm that everything has been addressed. Then I read the entire document at least one more time.

In a best-case scenario, the second reading will be a final proofreading. However, in many cases, it's necessary to do two or more rounds of copy editing, though this usually does not mean the entire

manuscript requires multiple readings. The number of rounds of editing your manuscript requires will depend on how much editing the original document needs and whether or not you want to make significant changes after the first edit.

PROOFREADING

Proofreading is the **finishing touch** when a manuscript has already gone through several rounds of editing. While proofreading is often part of the copy editing process, it is not the main focus of copy editing. If the manuscript needs significant copy editing, it will often need a final read to be sure all the “i’s are dotted and t’s are crossed.” If I copy edit your piece, proofreading is part of the package. However, if you have a document that needs “one final look,” I will proofread it to ensure only that there are no glaring errors in spelling, punctuation or grammar.

Rate: \$100 per 10,000 words

Note: What most people refer to as proofreading is not true proofreading. The correct use of the term refers to reading a final document, called “proofs,” against the edited version to be sure that all editorial changes have been incorporated into the final copy before the manuscript goes to print. In the current digital age, this type of “proofreading” is rarely necessary.

HOW I WORK ON PROOFREADING PROJECTS

I will read through the document and make corrections. If you want to see the revisions, I will work with the “Track Changes” feature turned on. If you prefer to see a clean copy, I will not track changes.