



CHRISTI • MCGUIRE
creative consulting

Types of Editing Services & Costs

There are many types of editing and several rounds of editing a manuscript must go through before being polished enough to be considered for publication. Below are descriptions of the different types of editing I offer, including my rates. Still have questions? Email me at Christi@ChristiMcGuire.com.

SUBSTANTIVE EDITING (Content Editing)

A substantive edit focuses on the “big picture” of a manuscript. It may involve reworking and reorganizing the manuscript and rewriting text. Two rounds of substantive editing may be needed.

A substantive edit includes:

- identifying problems with overall clarity or accuracy
- evaluating the order in which the text is presented and recommends ways to reorganize
- identifying gaps in content
- analyzing sentences for structure/syntax
- suggesting or providing clearer explanations, anecdotes, analogies, or illustrations
- proposing additions or deletions of headings
- seeking to achieve clarity of subject, logic, and consistency.
- checking for:
 - readability and flow of information
 - structural difficulties
 - stylistic troubles
 - sentence structure and rhythm
 - cloudy explanations
 - vague assumptions
 - faulty logic

- errors of fact
- inconsistencies in information
- poor examples and analogies
- outdated content
- content that doesn't adhere to the theme, tone, or marketing focus of the manuscript

Substantive editing is \$.04 per word. If needed, a second round of substantive editing is \$.03 per word.

COPYEDITING (Line-by-Line Editing)

Copyediting focuses on the “nitty-gritty.” It does not include substantive editing or rewriting, but it covers a broad range of corrections and suggestions.

A copyedit includes:

- making sure material is logical and understandable
- correcting continuity problems
- making sure sources are cited for all statistics and quotations
- flagging inaccuracies and inconsistencies
- checking for redundancies
- clarifying sentences
- reviewing word choice
- checking maintenance of tone/voice
- reviewing for consistency of style and mood or presentation of content
- cross-checking references, figures, tables, equations, etc. (nonfiction)
- pointing out items that may require permission from the copyright holder

Copyediting is \$.02 per word.

PROOFREADING

Proofreading is the last edit a manuscript goes through. Typically, at least one round of substantive editing and copyediting occur before a manuscript is ready for proofreading. A proofreading will not be available to clients unless I have also performed a copyedit of the manuscript.

A proofread includes reviewing and correcting:

- typographical errors
- misspelled words (including incorrect word usage)
- grammatical problems (including verb tenses and syntax)

- punctuation mistakes (including proper abbreviations and capitalization)
- inconsistent format
- letter or sentence spacing errors
- specialized terms, character names, location references, etc.
- numerical and alphabetical sequences
- vertical and horizontal alignment of set-off text (including paragraph indents)
- references to illustrations, tables, and figures within the text

Proofreading is charged at \$.01 per word.

CRITIQUE

A critique includes a broad overall assessment of the manuscript. It is a review of manuscript to assess readiness and marketability of your project, with specific comments about problems and assets of the concept/idea and manuscript.

Pricing for critiques are:

- Sample Chapters (first 50 pages only): \$250
- Full Manuscript (up to 50,000 words only): \$1,000
- Manuscripts over 50,000 words will be charged an additional \$100 per 10,000 words.

Email me at Christi@ChristiMcGuire.com to discuss specifics about your manuscript.