



Word Geek Co.

I EDIT, THEREFORE I AM.

Kandy Hopkins
Copy Editor & Proofreader

Services

PROOFREADING

Services Performed:

- ◆ Correct spelling, punctuation, and usage errors, ensuring consistency of spelling, hyphenation, numerals, fonts, and capitalization.
- ◆ Correct basic grammar, verb tense, and sense, and check basic math and cross-references.
- ◆ Ensure consistency of textual styles and/or adherence to relevant style guides, including text in footnotes and within graphic elements or photo captions.
- ◆ Query author about any suggested copy editing changes.
- ◆ Fee covers one revision within the scope of the original assignment. Requests beyond the scope of the original assignment/agreement will involve additional payment.

COPY EDITING

Services Performed:

- ◆ Perform all tasks listed under Proofreading.
- ◆ Flag inappropriate figures of speech and jargon, as well as ambiguous language or illogical statements.
- ◆ Change passive voice to active voice, unless otherwise requested.
- ◆ Check cross-references to other areas of manuscript, such as textual references to a table, graph, or information on another page.
- ◆ Check graphic elements for consistency of style, as well as correctness (i.e., that it's the right graph, table, or picture, as well as the correct font, style, size, and color).
- ◆ Check for proper sequencing (such as alphabetical or numerical order) in lists and outlines.
- ◆ Check/test hyperlinks.
- ◆ Ensure that all proper nouns and key terms are spelled correctly and used consistently throughout the text.
- ◆ Style and fact-check footnotes, checking names and publication details in PubMed or other relevant database. **Note:** *For manuscripts with more than an average of three footnotes per page (or more than two pages of references), I charge the higher rate under Substantive Copy Editing due to the labor-intensive nature of styling and fact-checking every single reference.*
- ◆ Query author about any suggested substantive changes.
- ◆ Fee covers one revision within the scope of the original assignment. Requests beyond the scope of the original assignment/agreement will involve additional payment.



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Services (*continued*)

SUBSTANTIVE COPY EDITING

Services Performed:

- ◆ Perform all tasks listed under Copy Editing and Proofreading.
- ◆ Rewrite to correct wordiness, sense, and syntax.
- ◆ Correct inappropriate figures of speech, jargon, and passive voice.
- ◆ Perform fact-checking of names, dates, quotes, etc., rewriting to correct errors or language that implies erroneous (or possibly libelous) claims.
- ◆ Smooth transitions and move sentences or paragraphs to improve readability; includes adding subheads and creating sidebars, if needed.
- ◆ Correct graphic elements to ensure consistency of style and that they make sense contextually.
- ◆ Apply font and paragraph styles to the manuscript, such as Typefii styles, if requested.
- ◆ Query author about suggested developmental changes.
- ◆ Fee covers one revision within the scope of the original assignment. Requests beyond the scope of the original assignment/agreement will involve additional payment.



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Packages

PROOFREAD 1: 1 FULL-ISSUE PDF PROOF

Services Include:

- ◆ Proofread of full issue layout—including graphics, captions, fonts, colors, previously edited copy, etc.—in PDF. Covers one revision of *one* 100-page-or-less issue proof—preferably the final—using PDF stamps to mark changes.
- ◆ Proofreading only; this package does not include copy editing or fact checking of PDF copy (though that can be arranged for an additional charge).

PROOFREAD 2: 2 FULL-ISSUE PDF PROOFS

Services Include:

- ◆ Proofread of full issue layout—including graphics, captions, fonts, colors, previously edited copy, etc.—in PDF. Covers one revision each of *two* 100-page-or-less issue proofs—preferably the first and final—using PDF stamps to mark changes.
- ◆ Proofreading only; this package does not include copy editing or fact checking of PDF copy (though that can be arranged for an additional charge).

COPY EDIT: ALL COPY FOR THE ISSUE

Services Include:

- ◆ Substantive copy edit of all copy for the issue, in Word and using Track Changes. Covers one revision of up to 60,000 words total.

THE WHOLE KIT & CABOODLE: FULL-ISSUE COPY EDIT & PROOFREAD

Services Include:

- ◆ Substantive copy edit of all copy for the issue, in Word and using Track Changes. Covers one revision of up to 60,000 words total.
- ◆ Proofread of full issue layout—including graphics, captions, fonts, colors, previously edited copy, etc.—in PDF. Covers one revision each of *two* 100-page-or-less issue proofs—preferably the first and final—using PDF stamps to mark changes.