



Word Geek Co.

I EDIT, THEREFORE I AM.

Kandy Hopkins
Copy Editor & Proofreader

Background

Thanks to 20 years of experience as both an in-house and freelance copy editor, I provide the much-needed, no-nonsense assurance that your publications are as error-free and professional as humanly possible. I specialize in health care, legal, and academic publications for nonprofits and offer three services—Proofreading, Copy Editing, and Substantive Copy Editing—and several full-issue Editing Packages (detailed below).

STYLE GUIDES

- ◆ *American Medical Association Manual of Style (AMA)*
- ◆ *Associated Press Stylebook (AP)*
- ◆ *Bluebook of Legal Citations*
- ◆ *Chicago Manual of Style*
- ◆ *Publication Manual of the American Psychological Association (APA)*

SELECTED CLIENTS & EMPLOYERS

- ◆ Academy of General Dentistry
- ◆ American Hospital Association (Health Forum)
- ◆ American Public Health Association
- ◆ Association Management Center
- ◆ Federal Bar Association (*The Federal Lawyer* magazine)
- ◆ Milbank Memorial Fund
- ◆ Thomson Reuters/West
- ◆ Trinity School

EDUCATION

Bachelor of Arts, English
University of Kansas, Lawrence, Kan.

PROFESSIONAL ASSOCIATIONS

Editorial Freelancers Association (EFA)
ACES: The Society for Editing

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.



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Services (continued)

COPY EDITING

Services Performed:

- ◆ All tasks listed under Proofreading.
- ◆ Flag inappropriate figures of speech, jargon, ambiguous language, or illogical statements.
- ◆ Change passive voice to active voice, unless otherwise requested.
- ◆ Ensure that all proper nouns and key terms are spelled correctly and used consistently.
- ◆ 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 cross-references to other areas of manuscript, such as textual references to a table, graph, or information on another page.
- ◆ Check for proper sequencing (e.g., alphabetical or numerical order) in lists and outlines.
- ◆ Style footnotes.
- ◆ 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.

SUBSTANTIVE COPY EDITING

Services Performed:

- ◆ All tasks listed under Copy Editing and Proofreading.
- ◆ Rewrite to correct wordiness, sense, and syntax.
- ◆ Correct inappropriate figures of speech, jargon, and passive voice.
- ◆ Check/test hyperlinks.
- ◆ Style and fact-check footnotes, checking names and publication details in PubMed or other relevant database.
- ◆ 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 contextual sense.
- ◆ 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 PROOF

Services Include:

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

PROOFREAD 2: 2 FULL-ISSUE PROOFS

Services Include:

- ◆ Proofread of full issue layout—including graphics, captions, fonts, colors, previously edited copy, etc.—in PDF or InCopy.
- ◆ Covers one revision each of *two* 100-page-or-less issue proofs—preferably the first and final versions—using Adobe Reader Comment Tools and/or proofreading marks stamps or InCopy Track Changes.
- ◆ Proofreading only; this package does not include copy editing or fact checking of 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 using Track Changes or Google Docs using Suggesting Mode to mark suggestions and corrections.
- ◆ 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 using Track Changes or Google Docs using Suggesting Mode. Covers one revision of up to 60,000 words total.
- ◆ Proofread of full issue layout in PDF or InCopy. Covers one revision each of *two* 100-page-or-less issue proofs—preferably the first and final versions—using Adobe Reader Comment Tools and/or proofreading marks stamps or InCopy Track Changes.