



NONFICTION EDITING • FACT-CHECKING • RESEARCH

Express yourself — precisely.

SERVICES AND RATES

One manuscript page (a double-spaced document with one-inch margins) equals 250 words.

Editing styles: *Chicago Manual of Style*, Associated Press style, and customized styles
Primary dictionary: *Merriam-Webster's Collegiate*, 11th edition

Copy editing, light (5 to 8 pgs/hr) — \$30 to \$35 per hour

- Read your work for clarity on behalf of your reading audience
- Ensure consistency in spelling, punctuation, capitalization, abbreviation and lists
- Prepare a style sheet that records style and formatting
- Check tables, lists and footnotes and endnotes for consistency with the manuscript text
- Note text or tables that may require permissions for reprinting
- Correct errors in grammar; suggest revisions for confusing passages
- Flag factual inconsistencies; point out faulty organization and gaps in logic

Copy editing, medium to heavy (2 to 5 pgs/hr) — \$35 to \$50 per hour

All aspects of light copy editing plus emphasis on the following:

- Correct errors in grammar and language usage
- Suggest or provide revisions for confusing passages
- Revise factual inconsistencies; point out or fix faulty organization and gaps in logic

Substantive editing (1 to 3 pgs/hr) — \$40 to \$55 per hour

- Sift through your text to expose the gems of what you want to say
- Help you determine whether you're reaching your audience
- Identify or resolve issues for overall clarity or accuracy
- Reorganize sections of the text to improve the order of its presentation
- Write or rewrite segments to improve readability and the flow of information
- Create a new draft of the manuscript, incorporating your responses to my questions and suggestions

MELONY SWASEY

www.onpointediting.com • melony@onpointediting.com • 607.227.1732

8 SAINT PETER STREET • BOSTON, MASSACHUSETTS 02130

Developmental editing (1 to 2 pgs/hr) — \$45 to \$60 per hour

- Applying the eye of a prospective reader, advise you on developing your manuscript from its initial concept, outline or draft
- Make suggestions about content, organization and presentation, based on an analysis of competing works, your market analysis, and the comments of expert reviewers
- Conduct research and suggest sources for deepening your topic's coverage
- Recommend strategies for rewriting

Fact-checking and research — \$25 to \$40 per hour

Using my savvy and precision for information gathering, I'll hunt down dates, quotations and statistics, and make informed suggestions to deepen or clarify aspects of your manuscript.

Fact checking or research may provide a critical feature to your editing project: I verify the facts; you save time.

Style-guide development — \$35 to \$45 per hour, or project rate

A style guide is your publication or organization's set of guidelines on preferred terms, spelling, capitalization, punctuation, numbers, and other elements of writing style.

Tailored to your message and reading audience, a guide that has resolved deliberations over where to use hyphens, which words to capitalize and when to spell out numbers will help your publications present a consistent style — and save you valuable time.

I will consult with you about your preferences and create a coherent, definitive guide for reliable use.

MELONY SWASEY

www.onpointediting.com • melony@onpointediting.com • 607.227.1732

8 SAINT PETER STREET • BOSTON, MASSACHUSETTS 02130