

# 5 EDITING QUESTIONS

## 1. What kind of editing do you need?

Developmental editing, Copyediting, Proofreading, or Beta reading?

## 2. What's your total word count?

## 3. What's your deadline?

## 4. What's your experience level?

Do you consider yourself a beginner, mid-level or expert writer? An experienced editor can often use an excerpt from a manuscript to infer the amount of time needed to fix the full manuscript. By default, beginning writers will need more help, which means more time, which can mean more money.

For beginning writers: consider an editor as an investment in both your book and yourself. With the right editor, you should always grow as a writer because of the experience.

## 5. What's your flexibility?

If an editor is booked solid, can you afford to wait six months to get the editor you want?

Or, will you pay a premium to jump their queue if they offer such an option? Or, will you choose a lesser-known or less experienced editor at a lower price so that you can have your editing accomplished faster?

# STANDARD PRE-PRODUCTION TIMELINE

**Beta Reading:** A beta reader reads a written work to find and improve elements such as grammar and spelling; as well as suggestions to improve the story, its characters, or its setting. Most authors select 3-5 beta readers to provide a read-through and general insight into the MS.

**Developmental Edit/Manuscript Critique:** A general editor reads your manuscript and prepares a broad, comprehensive assessment. You receive specific advice on how to develop a stronger narrative, better pacing, and more engaging characters.

Because the manuscript critique is a big picture analysis of your manuscript, it should be completed first before getting into the nuts and bolts of a comprehensive edit.

**Comprehensive Edit:** In-depth, intense, thorough, a comprehensive edit tackles a manuscript line by line. The editor cuts down on wordiness and tightens the language to create a more enjoyable read. This type of edit hunts down clumsy or awkward sentences that take away from the rhythm of your prose.

**Copyedit:** A copyeditor is different than a general editor. Copyediting is the final step before production; it should be done after all other edits take place. A copyedit of your manuscript takes anywhere from three to five weeks.

**Proofreading:** In publishing, proofreading happens after the manuscript has been printed. A final copy of the manuscript, or proof, is then examined by a professional proofreader.

# ReVision RATE SHEET

## COPYEDITING

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Copyediting is the process of checking for mistakes, inconsistencies, and repetition. During this process, your manuscript is polished for publication using Chicago Manual of Style standards

Precise, detailed and adroit in grammar and word usage, a copyeditor goes beyond checking grammar and spelling, making sure that every element of your story is consistent, cohesive, and complete.

- Check for and correct errors in grammar, spelling, syntax, and punctuation.
- Check for technical consistency in spelling, capitalization, font usage, numerals, hyphenation.
- Check for continuity errors and makes sure that all loose ends are tied.
- Check for factually incorrect statements. This is a necessary part of the copyediting process for non-fiction manuscripts, such as historical pieces and memoirs.
- Check for inconsistency within the story. This includes character description, plot points, and setting.

## PROOFREADING

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The proofreader's job is to check for quality before the book goes into mass production. Proofreaders take the original edited copy and compare it to the proof, making sure that there are no omissions or missing pages and also correct awkward word or page breaks.

While he or she may do light editing (such as correcting inconsistent spelling or hyphenations), the professional proofreader is not a copyeditor. If too many errors are cited, the proofreader may return the proof for further copyediting.

## BETA READING

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A beta reader reads a written work to find and improve elements such as grammar, continuity and spelling. A beta reader provides a critique of the manuscript, including suggestions to improve the story, its characters, or setting.

Many authors use beta readers to improve the quality of their work before they submit it for professional editing and critique.

*\*rates subject to change based on word count and turnaround times*