

EDITING SERVICE - WHAT I DO

This service covers everything delivered under Proofreading, with in addition, a thorough review / edit of the entire Document. This is aimed at improving the overall quality of writing by enhancing flow, readability and structure, while at the same time ensuring that the intended meaning (message) is conveyed accurately, correctly, and in a succinct manner (while maintaining style and approach of the original author).

The following (as applicable to the type of document) are checked to ensure that professional, premium standards are met:

- Layout and overall structure
- Sentence, paragraph, and section / chapter structure (and construction)
- Grammar, spelling, punctuation, and word choice (substituting vocabulary terms, where it clarifies the language)
- Clarity and ease of reading (including meaning and understanding), making writing stronger, more natural, and more readable
- Logical flow (i.e. the “Golden Thread”, to aid the reader’s logical thought processing)
- Consistency (including standardising style and terminology)
- Potential plot flaws
- Best use of MS Word formatting capabilities

To ensure your document is the best it can be, all documents are given at least two edits / proofreads.

All changes are clearly indicated using MS Word “Track Changes” (for review and acceptance by the Customer). Where appropriate, “comments” are included for clarity, including an “overall comment” with synopsis of editing approach (as applicable to the specific work).

General Approach to Work

Document Formats and Handling

1. Work is done primarily with Microsoft® Word “document” files. Special arrangements can be considered outside of this preference (on per job basis).
2. Being mainly an online business, document files are transferred electronically via the Internet. Special arrangements can be considered outside of this preference (on per job basis).

Project Planning

1. In accordance with complexity of work required, brief “project planning” will be discussed and agreed with the Customer. This can address the following level of detail:
 - a. Scope of work (including Price – Estimated or Fixed);
 - b. Schedule – Estimated or Fixed (including Progress and Payment Schedule, if applicable);
 - c. Work approach and Deliverables; and
 - d. Formats and Handling arrangements.
2. Work is progressed in accordance with the “project planning” agreed with the Customer, with progress updates provided (as applicable).

Editing, rewriting, and reformatting where necessary, I will ensure your work is the best it can be!

Contact

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