

**GUIDE**

# **Editing and Proofreading**

# Editing

Although a basic assessment will be made of your publication following its receipt, all authors are advised to use professional editors to check their work at the manuscript stage before its submission for production. It is best to hire editors and proof readers who are recommended by established authors and publishers but we can suggest the names of professionals if you have difficulty locating suitable people. Author's of specialist publications – science, technical and medical for example – may find support is limited since there are fewer qualified people in those fields. As a consequence fees will likely be higher

When choosing an editor do consider the extent of work you wish them carried out before making contact. Most authors will require an editor to check for errors and inconsistencies, accuracy, legal implications, construction, style, grammar etc., however more detailed assessments and advice can also be sought\*. A good editor will help you reach the level of professionalism you should be aiming to achieve.

The cost of editing will depend on the extent of your publication and the intensity of editing you require.

\* **THEPUBLISHING.CO.UK**, following an initial review of your manuscript, may recommend (only) that you consider additional and/or specific editing.

# Proofreading

Once your edited manuscript has been typeset you will be sent a digital copy (proof) of your publication for proofreading. You can proofread your book yourself, through your editor, or through an independent proofreader. In each case the work will consist of checking the pages overall for fit and inclusion of all the content, plus final checks of spelling, grammar/punctuation and style of your edited publication, amending as required and, in the case where you are using an external proofreader, recommending further changes which may still be deemed necessary.

Bear in mind that you will personally also need to check typeset page proofs each time they are sent back to you as amended/corrected digital files, which you will be required to approve at each stage.

At the time of writing the cost of proofreading may be in the region of £5.00/ to £6.00/1,000 words.