

FREELANCE SERVICES & RATES

PROOFREADING Let me be your extra pair of eyes to ensure your spelling, punctuation, capitalization, and grammar are up to snuff. With this service, syntax will not be reworked nor will content accuracy and flow be looked at—only formatting and sentence-level changes will be addressed (ex: adding in a missed comma, deleting a repeat word). Proofreading is the last step in the writing process; so, make sure you're truly in this stage before you request this service.

Rate . . . Hourly, \$10.00 per hour

COPYEDITING If you're well into the revision process, then this is the service for you. Copyediting can assess and correct the technical quality and readability of your text by focusing on the text's mechanics and/or substance. Copyediting can range from light to heavy, and knowing which level your text needs can help me prioritize what to focus on when looking at your copy. What kind of copy editing does your text need?

Light: Focuses on mechanics, i.e., capitalization, punctuation, formatting (of page numbers, headers, and footers; quotes; footnotes and endnotes), and spelling. It also ensures that the formatting of textual elements adheres to proper style guide formatting (if pertinent).

Rate . . . Hourly, \$15.00 per hour

Medium: Light copyediting, plus special attention paid to grammar and usage (to ensure consistencies within the text) and syntax (how sentence structure and diction are working together). This means sentence-level issues will be addressed and syntax may be reworked to ensure clarity of meaning.

Rates . . . Hourly, \$20.00 per hour

Heavy: Everything medium copy editing entails (so sentence-level attention), plus a global focus. Along with addressing and evaluating sentence-level issues, each paragraph will be looked at as well as the sequencing of the paragraphs; if necessary, revision notes and suggestions on how to rework paragraphs and their sequencing to reach clarity of meaning will be included.

Rates . . . Hourly, \$25.00 per hour

CONTENT EDITING Content editing looks at, well, content. You can think of content editing as content creation + heavy copy editing! However, unlike copy editing, which is solely sentence-level and mechanics-

focused, content editing (sometimes called substantive editing) goes a step further: It looks at the writing globally to ensure internal consistencies across the whole text. The substance of the text—and how it is communicating, organizing, and structuring the text’s desired message or meaning—will be assessed from a global to sentence-level approach. Content editing may entail: restructuring individual sentences and paragraphs, resequencing paragraphs, rewriting sentences to address syntax, providing editing suggestions to address discrepancies in voice and/or tone, rewriting and reordering sentences to ensure clarity of meaning, fact-checking, and ensuring “political correctness” of language. If you’re still heavily revising your text, then this may be the service for you.

Rate . . . Hourly, \$30 per hour.

DEVELOPMENTAL EDITING Unlike copy editing or content editing, developmental editing is most often used in either the early stages of the writing process, when an editor helps a writer develop their idea into a rough draft, or in the middle stage, when the writer just starts to revise their rough draft; the editor can help the writer pinpoint gaps in subject matter/content and really address those global issues that are holding the text back from communicating the writer’s desired meaning. It’s much more collaborative and hands-on. You can think of developmental editing as heavy copy editing + content editing + content generation/brainstorming input from the editor. Unlike heavy copy editing and content editing, where the editor may simply leave revision notes to guide the writer to revise in a developmental editing way, developmental editing is when the editor to actually do this rewriting—after conferencing with the writer based on their revision suggestions—in order to revise the text.

Rate . . . Dependent on the length of the writing project. Please contact me for a quote.

ADDITIONAL INFORMATION

If your text requires *medium copy editing, heavy copy editing, or content editing*, I strongly suggest an initial Skype, Zoom, or FaceTime consultation to ensure I have a clear understanding of your vision prior to me editing your text. This is especially necessary if your text is lengthy, subject/industry specific, and/or content-dense. We’ll also use our initial meeting to come up with a schedule and preferred way to exchange documents and edits in an organized and timely manner that works for you. *The initial video consultation is free of charge.*

If you’re writing includes in-text citations, footnotes, endnotes, and/or a works cited or bibliography and/or is adhering to a specific style guide, please stipulate if you would like these parts of the document copy edited and/or proofread as well. The nature in which these components will be looked at, along with the formatting of your document, depends on the academic or in-house style guide you’d adhering to. Help me help you by passing along the necessary style guide info to ensure I return a clean copy to you.

A Note on Video Consultations: Whether or not the service you're contracting me for recommends an initial video consultation, you can request one, along with video check-ins throughout us working together, if you feel this mode of communication will benefit you. *Rate for video check-ins is based on the rate of the service requested. If you are using multiple services, the rate for a video check-in is \$10/hour.*

Upon completion of the service(s) requested, the following will be returned to you:

- A clean copy
- Your edited document with tracked changes
- Your original, unedited document (for comparison purposes)
- An itemized bill and timesheet

The above can be returned to you via email (in Microsoft Word doc format) or in a shared Google Docs folder.

PAYMENT

The following payment forms are accepted: Venmo (Username: mmkm3) or Zelle; check, ACH direct deposit, or Apple Pay, when applicable.

PAYMENT SCHEDULE: If the service being requested is a one-time project, payment will not be due until the contracted service(s) are completed, returned to you, and you have received your itemized bill. However, if the service(s) you are requesting are continuous, a payment schedule and will be agreed upon and noted by signing the Acknowledgement of Services (see next page).

Thank you for entrusting me with your writing!

Margaret May
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Acknowledgement of Services

I, _____ (the contractee), have read the above services and rates and agree to be charged for the agreed upon service(s) of:

_____ at a rate of \$ _____/hour, starting on _____ (agreed upon start date for the contracted service). I will pay the invoices sent _____ in a timely manner.

Any changes or amendments to the requested services will be communicated to the contractor in a timely manner.

(Name of contractee printed)

Date: _____

(Signature of contractee)

I, Margaret May (the contractor), promise to provide the above service(s) at the above rate(s) by the agreed upon due date for the contractee and will send invoices in a timely manner following the agreed upon schedule. Any changes or amendments to the requested services will be communicated to the contractee in a timely manner.

(Name of contractor)

Date: _____

(Signature of contractor)