



BLACK CAT EDITORIAL SERVICES

blackcatedit.com - hannah@blackcatedit.com

What can I expect?

Thank you for your interest in Black Cat Editorial Services. This guide is intended to give an overview of what you can expect from my services and to help you decide if they are right for you. Black Cat Editorial Services offers two main services: proofreading and copy-editing. I also offer manuscript critiques and style-sheet creation.

The scope of the services

The services offered have very different scopes. A proofread is a final check and tidy up; a copy-edit is an in-depth process.

Proofreading will cover the following:

- Correcting basic errors in spelling, grammar and punctuation
- Correcting or highlighting omissions and inconsistencies in typography, layout and content
- Ensuring consistent styles of spelling, capitalisation and hyphenation
- Identifying incorrect word usage and areas where the meaning of the text is unclear
- Checking page numbers and page headings (if required)
- Checking the table of contents and ensuring that illustrations, captions and labels correspond with each other and with the text (if required).

A copy-edit will include the following:

- Correcting errors in grammar, spelling, punctuation and style
- Ensuring the consistency of spelling, hyphenation, capitalisation, punctuation and other elements of style (e.g. italics)
- Assessing the wording of the text to make sure it is clear, coherent and appropriate
- Querying plot holes, changes in the timeline or inconsistent characterisation
- Reviewing the text for errors of fact, misspelled names, misused words and misquotations (please note I will not routinely check all factual information)
- Querying any noticed instances of potential breach of copyright (please note the responsibility for any legal issues remains with the writer/publisher)
- Checking and applying required formatting, often using Styles (if requested).

If you request a manuscript critique, this is what I will do:

- Read through the whole manuscript
- Provide a multi-page report covering my thoughts and suggestions on
 - presentation
 - plot development
 - characterisation
 - marketability and target audience
 - writing.

Style-sheet creation entails the following:

- Reading through the documentation you provide
- Recording the style that has been used for
 - spelling, hyphenation and capitalisation
 - numbers and abbreviations
 - punctuation
 - page layout and format
- Identifying where style is inconsistent and providing recommendations.

If you aren't sure if any of the services above provide the help you are looking for, please don't hesitate to contact me and we can discuss your requirements.

I'd like to go ahead with one of your services

Fantastic! If you haven't already done so, please check my [contact page](#) for the information I'll need to provide you with a quote. When you contact me, please let me know which service you are enquiring about. If you've already received a quote, please respond confirming you would like to go ahead with the work. I will tell you before or at this stage if an advance payment will be required.

Once you confirm you are happy with my quote, I will send you a project agreement. It will give your name, the project name and word count, the brief, the start and completion dates (or agreed timeframe), the total cost, details of any advance payment required, and when payment is due. You will need to fill in the form with your name, contact number and address before returning it to me. You will also need to sign to say you accept the terms in the document and the [terms and conditions](#) on my website. It is really important that you read them; they are there to protect both of us.

Advance payments have to be received before I can confirm the project in my schedule. You will receive an invoice for the amount, and the invoice will contain the details you need to make a bank transfer. If you are a non-UK client and you would find it difficult to make an international transfer, please let me know before I send you the invoice. We can discuss alternative payment methods, including TransferWise and PayPal. Once I have received the payment, I will send an email to confirm the project and start date with you.

I have completed the project agreement and paid any applicable advance. What's next?

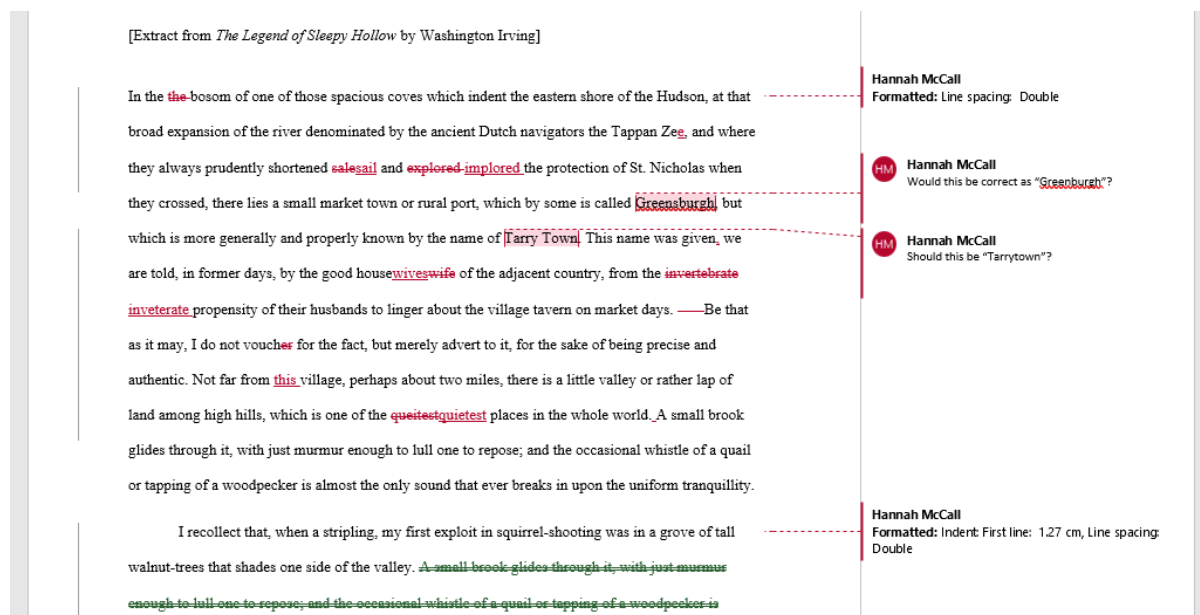
I am happy for you to send me the file as soon as you can, but providing it the day before work is due to commence is often ideal. This makes sure I can spend all of the agreed start date working on your project and often get it back to you quicker than you might expect! When I receive your document I will email you to confirm I have it and the date it will be returned by. If you have any particular areas you would like me to pay special attention to, or (for proofreads and edits) any style choices you would like me to make sure have been implemented, please let me know before I start work.

I've sent you my project. What will my document look like when you've finished?

This section applies only to proofreads and copy-edits. If you commission one of my other services, I will not mark up your files.

Most of my projects are marked up using Microsoft Word's Track Changes feature. If you would like me to mark up a PDF using British Standards Institution (BSI) marks or highlighting with written notes, please let me know. I am also happy to work on a paper hard-copy but postage costs and the extended timescale will have to be taken into account.

A file marked up using Track Changes will look like this:



Track Changes will show you any changes I have made, including insertions, deletions, format changes and moved matter.

I will amend grammar, spelling and punctuation where I am sure I am respecting your meaning. If I'm not sure what you meant or intended, I will explain the problem and/or give you suggested changes to choose from. I will also make the appropriate changes to maintain or create a consistent style (usually punctuation, spelling and capitalisation). I will often use comments to explain changes I have made if I feel you might want or need more information. For proofreads, any suggestions I have to improve clarity or meaning will be marked using comments. I will use comments if I have any queries.

You will be able to accept or reject my amendments individually as you go through the file. If you would like more information on how Track Changes works, you can visit the Microsoft Office [support pages](#).

If you would like a 'clean' version of the file – where all the changes have been implemented without tracking and the comments have been removed – I am happy to provide one for an extra fee. Please let me know when you request the initial quote if you would like this. However, I cannot provide a clean file for student clients.

What will you send me when you have finished?

Unless we have agreed otherwise, for proofreads and copy-edits I will send you an email with the following documents attached:

- The marked-up document
- The clean file (if you have requested one)
- The style sheet for the project
- The invoice for the work
- The client sign-off form

I compile a style sheet for all my jobs – it tracks your style choices (e.g. use of serial commas, use or size suffixes) and changes I have made for consistency or to conform to publishing standards – and I will send this to you for your future reference.

The invoice will contain the details required for you to make the payment for the work. I will also provide a sign-off form for you to confirm that I have completed the project according to our project agreement and my terms and conditions.

For manuscript critiques and style-sheet creation, I will send an email with these documents attached:

- The style sheet (if this was the service you chose)
- The manuscript assessment (if this was the service you chose)
- The invoice for the work
- The client sign-off form

I have a question about a change you've made or I would like some more advice

Please don't hesitate to send me an email with any queries you have. I am happy to try to explain more or differently, and I can refer you to any appropriate resources for additional information. I can also help you to make changes in response to any queries I had.

If you would like me to proofread or edit new or additional content, I would be delighted to provide you with a quote for that work.

I've paid your invoice. Thanks, Hannah!

Thank you! I will send you an email to confirm I have received the payment. If you would be prepared to provide a testimonial for my website, or allow me to use the artwork for your project in my portfolio, please get in touch. It would be greatly appreciated!