



My Services

What is Proofreading?

This is the process of doing a *final review* of your document to make sure all required edits have been made and to check for typographical errors, grammar, spelling, punctuation, and other minor changes. It does not involve making major format changes or improving the wording of your document (see **Editing**) and so can be done at faster rate. It can also involve comparing two documents to each other to make sure changes have been made or that the two documents are consistent with one another. Proofreading can also involve applying guidelines, like your company's "style guide" or your college's thesis guidelines, to your document to make sure it's consistent with those guidelines. The number of pages per hour is estimated based on how error-free the original copy is.

I have proofread books, screenplays, blogs, articles, manuals, brochures, websites, master's theses, doctoral dissertations, catalogs, directories, forms and many other types of documents.

What is Editing?

Editing, also called "copyediting," is the process of *reviewing the draft* of your document and making changes to it for consistency, clarity and purpose. I keep in mind the audience you are writing it for and may suggest some minor rewriting or rephrasing to achieve your purpose. I also make changes to your format so that it's consistent and attractive throughout. I can then **proofread** your document (see above) after a final edit is completed and approved by you.

I have copyedited books, blogs, articles, letters, reports, manuals, brochures, websites, master's theses, doctoral dissertations, resumes, forms and many other types of documents.

Note: *The editing I do is not the type done for authors of books, who may need what's called a "developmental editor"—someone who works with the author beginning with the outline of a book and develops it into a final marketable product, which can sometimes require the editor to do some heavy rewriting. If a developmental editor is what you need, let me know—I can recommend some good people.*

What is Copywriting?

This is doing original writing of text (copy) for your letter, report, brochure, website, blog or any other type of document you may need, whether it's used to market your business or for personal reasons. Frequently, this includes doing research before I begin writing; I also edit and proofread my copy. You "own" the rights to the final written product. I talk briefly with you about your needs and provide a written estimate in advance for your copywriting project; depending upon the nature of the job, I may charge by the hour or provide a set price for your project.

I have written ads, articles, blogs, press releases and copy for websites, brochures, letters, manuals, training programs, Requests for Proposals, bio's and many other types of documents.