

THE COPYEDITING PROCESS IN A NUTSHELL A Note to Authors

Congratulations on finishing (or almost finishing) your manuscript! First, if you still have writing to do, you will need to take some time at the end to do proofreading of your own before hiring a copyeditor. After you have set the manuscript aside a few weeks and gone through it a couple of times to make revisions, then we can start the process. What's the process? Here goes:

1. You'll send me (your copyeditor) 10 representative pages from your manuscript so that I can do a free sample edit. I'll return that to you with a cost estimate and scheduling information. You'll evaluate my work and decide if the work and price fit what you're looking for. If so, step 2.
2. You send me the complete manuscript via e-mail and I edit the manuscript electronically. I use the Track Changes function in Microsoft Word. (Get comfortable with this before you have to use it.) After I have read through the complete manuscript twice and made all of my changes and asked all of my questions, I return it to you for review.
3. At that time you will review the editing and answer all the questions as completely as possible. Track your changes as you do this. Compile questions and call or e-mail me to discuss. Our relationship could end there, or you may decide to have me do what's called a cleanup pass. If so, step 4.
4. In cleanup I go through the manuscript again to make sure all of your changes are correct per grammar and the style of the book, then accept all changes and return to you a clean, final manuscript that is ready for the typesetter. Our relationship ends there.

As far as cost and scheduling estimates, it depends quite a bit on the level of editing required and the density of the material. Rates are extremely variable, from \$3 per manuscript page to \$12 per manuscript page. Manuscript pages are figured by taking the total word count and dividing by 250. Scheduling can be estimated at 100 pages a week.

If you're concerned about cost, note that a shorter manuscript will cost less at every stage of the publishing process. If it's appropriate for your book, you might consider cutting back. You will also be well served to do as much proofreading on your own as possible.

Best of Luck!