

# Six Steps to Take Before Securing a Copyeditor

**STOP! Read this before hiring a copyeditor for your next project. Following these important steps can save you valuable time and money.**

Do you know that you can save time and money before you start working with an editor?

Yes, it's true! Some say that you're giving away the barn when you tell people how to edit their own work. Actually, I'm not suggesting that you edit your own work. I'm making six suggestions on how you can save your editor time and save yourself money.

There's no denying it. At some point, we all need a second pair of eyes to look over our work. Good copyeditors are efficient at what they do, but their service comes with a price ... as you well know.

The standard range for a copyeditor is anywhere from \$25/hour up to \$100/hour. Copyediting—a benefit to anyone pursuing a career in writing—will be an investment that can range from \$350 up to \$10,000 depending on the project (i.e. – article, term paper, book, etc.)

If somewhere in the process of creating content, you have decided that you need to hire a copyeditor, be sure to get the best value for your dollar. Copyediting is indeed a worthy investment, so be sure to make the most of it. Here are six things you can do to save your copyeditor time and save you money:

## **STEP 1: Review before sending.**

Thoroughly review your document before sending it to a copyeditor. Anything you can catch before the copyeditor does will result in a significant cost savings.

## **STEP 2: Check the spelling.**

Running your document through the spell check feature won't catch everything, but it will catch a few typos here and there—ones that need not fall in the lap of your copyeditor.

## **STEP 3: Get the facts straight.**

Check and verify any and all references to websites, addresses, names, statistics and quotations. This kind of research can be very time consuming. Take the time upfront to get the facts straight and relieve your

copyeditor of the responsibility. The savings will be substantial!

## **STEP 4: Count your pages.**

Once you have completed your content, determine the total page count of your document. From this number, you can calculate a preliminary cost based on the per-page rate given to you by the copyeditor. If you don't have a rate, then research the average going rate and use that number to give you an idea of what to expect.

## **STEP 5: Specify editing preference.**

Give your copyeditor clear instructions on what kind of editing you want. Generally there are four kinds of editing: technical, substantive, style and correlation. Most copyeditors make a distinction and will have varying rates depending on which editing type you prefer. If you don't specify what type of editing you want, you could end up being charged the highest rate.

## **STEP 6: Piecemeal it.**

If you are working on a manuscript for a book, see if your copyeditor can first work on one chapter. Before sending out subsequent chapters, review the copyeditor's comments. If the copyeditor identified consistent and repetitive errors, you may be able to correct them throughout before sending off the remaining chapters.



You shouldn't have to pay extra for something you can confidently do yourself before submitting your project for copyediting. Make sure your work is as clean as possible before securing a copyeditor. It will save you money and your copyeditor time.



**Article:** A202. – Six Steps to Take Before Securing a Copyeditor

**Category:** Writing and Editing



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### **About the author**

Donna M. Murphy is an editorial specialist, a veteran writer and a published author who has written, edited, and designed extensive collateral and key solutions products for print and the web. Training manuals, operating procedures, business documents and content quality assurance encompass a large portion of her assignments. Donna is the creative force behind Summit Publication Design, LLC, and has specialized in content organization, quality assurance and publication design since 1997. Visit Donna's website at <http://www.summitpubdesign.com> for information on her comprehensive services, helpful resources, more articles like this one, and strategies to help you improve the quality and effectiveness of your publications.

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