

Publication services

Today's date:

Contact/client name			
Publication type			
File type	Microsoft Word, PDF		
Topic			
Audience			
Number words/pages			
Final publication	e-publication, website content, hard copy		
Service requested See next page for more information on our services, including definitions.*	Write Substantive edit Structural edit Plain English edit Macron editing for te reo Māori text Copyedit Proofread (to style guide?) Combined copyedit/proofread Format in Word Spelling and usage should conform to UK/NZ/US English		
Notes/special requests			
Receive and return dates			
Editor			
	Service	Hours	Price @ \$__ plus GST/Hour
Estimate**	E.g. Copy edit		\$
	E.g. Proofread		\$
	Total including GST (@ 15%)		
Job scheduled?			

* More information on our services

- We track all changes in Microsoft Word or highlight on PDF for you to accept or reject.
- We'll add a comment where a change needs to be explained, or where you need to make a decision.

Service definitions

- **Write** – create copy or content from scratch using your resources and research, or doing our own research
- **Substantive edit** – analysing content and re-writing as necessary. May be general or specific/detail oriented
- **Structural edit** – check and change order of idea presented, as necessary
- **Plain English edit** – ensure text is easy to read and conforms to plain English standards (e.g. active sentences and relatively short sentences, removal of jargon as needed, layout contributes to readability)
- **Copyedit** – ensure sentences flow smoothly into each other and that correct grammar, punctuation and spelling is used. Ensure word and punctuation usage conforms to style guide (or if no style guide, is internally consistent)
- **Formatting** – in Microsoft Word. Ensure document layout is consistent and clear, and that correct headings levels and styles are used. May include inserting an automated table of contents, linked cross references, etc.
- **Macron edit** – ensure macrons are placed correctly on te reo Māori text
- **Proofread** – check and correct grammar, punctuation and spelling, plus formatting if required.
 - ensure word and punctuation usage conforms to style guide (or if no style guide, is internally consistent)
 - may be done in Word or on PDF

We recommend editing and proofreading stages are separated for the best quality publication, but this can be one process if there are time and/or budget constraints.

**Estimate – definition

Approximate price based on information we have to date. After we've received the draft, if we think it will cost more, we'll discuss with you as early as possible and ensure price is satisfactory with you before invoicing.

We're looking forward to helping with your project and working with you!

– Matthew and Sylvia Bauer