

# FAQ

Here are answers to some common questions. (This is a downloadable version, as of 29 April 2022. The most up-to-date information will be on [the website](#).)

If you have any unanswered questions, please contact me at [info@theclarityeditor.com](mailto:info@theclarityeditor.com).

## What's in this FAQ

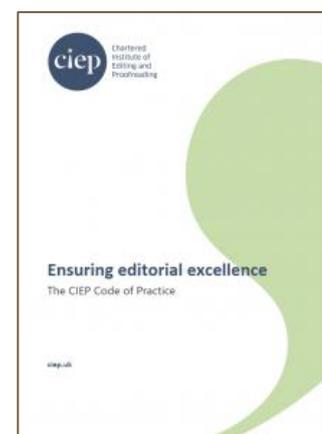
How do I know if you are professional? Am I in safe hands?.....	1
How do I work with you? What's the workflow? .....	2
What is your rate? How much will this cost? .....	3
How do I make payment?.....	3
How do I know which editing service I should request? .....	4
What file formats do you work with? .....	5

## How do I know if you are professional? Am I in safe hands?

As a member of the UK Chartered Institute of Editing and Proofreading (CIEP), I'm bound by its [Code of Practice](#), which ensures its members act professionally and abide by certain industry standards.

For example, I will

- give a true and fair representation of my qualifications, experience and skills ([3.1.4](#))
- not accept any job that I believe I cannot carry out to an acceptable standard ([3.1.5](#))
- work with you to clearly define the terms of the work at the outset and agree on it in writing (e.g., in an email) ([3.2.3](#))
- make the best use of my time for a job and make an effort to complete it to the required standard and schedule ([3.1.6](#))
- keep you informed of my progress and respond to your emails in a timely manner ([3.1.10](#), [3.1.11](#))
- take all reasonable precautions to ensure that the files you entrust to me are safe ([3.1.9](#))
- respect confidentiality at all times ([3.4](#))



## How do I work with you? What's the workflow?

Here's my usual process with my clients.

### 1. You contact me with your requirements.

Please tell me:

- Type of document (like journal article, research report, web article)
- Topic
- Approximate word count
- Type of work (line editing / copyediting / proofreading / presentation)
- Style, if any (Chicago, United Nations, EU, house style, others)
- Deadline for me
- How many rounds of editing you would like (usually one or two)
- Other details ([information that you can provide beforehand](#))

### 2. I give you a quotation and we discuss whether we are a good match.

Please send me your document so I can give you a quotation. If it's a long document, please send me a section that will give me a good idea about the state of your document. (Don't worry, no judgments 😊)

You can also request a sample edit. If you decide to hire me, the time I spent on the sample edit will be added to the cost of the whole project.

### 3. We agree on clear terms. For larger projects, you make an upfront deposit.

We'll agree on the timeline, rate, payment schedule, number of editing passes, and other details. For larger projects, you may need to make a deposit (up to 50% of the quote).

### 4. If we agreed on two rounds of editing, I submit a draft for you to check.

You review my suggestions and answer any queries.

### 5. I finalize the document and return it to you with the invoice.

If we agreed on a single round, you will get all my suggested edits and comments at this stage. I'll give detailed feedback and offer options to help you finalize your document.

You can review and finalize the document at your leisure. It's your work, so the final decision is always yours 😊

### 6. You make the final payment (and submit a testimonial too please!). Project complete 😊

Please see below for payment options. Testimonials are really important for me as an independent editor. Your taking the time [to submit one](#) is very appreciated!

## What is your rate? How much will this cost?

[My clients have told me](#) that I exceeded their expectations and many have come back as repeat clients.

- My base rate is EUR40 per hour.
- I can quote a rate per 1,000 words, but I need to first see your draft.
- The minimum charge for a project is EUR40.
- [Reviewing references](#) will be charged by the hour.

My speed depends on your document and what you want me to do. So **the quotation and final price will depend on your project.**

My rate is based on industry standards suggested by the [Editorial Freelancers Association \(EFA\)](#) and the [Chartered Institute for Editing and Proofreading \(UK\)](#).

## How do I make payment?

You can pay in USD, EUR, JPY, and SGD via bank transfer. (Please ask about THB payments.)

I recommend [Wise \(formerly Transferwise\)](#)—it's often the cheapest transfer option (if you sign up via this link, you'll get a free transfer).

If you need to use PayPal, you will be asked to pay any transfer fees.

## How do I know which editing service I should request?

What service you need depends on what stage your work is at. Here's a guide—but if you're still not sure, please [ask](#) 😊

Status	You want...	File types	Service
<p>You finished writing your manuscript and cleaned it up the best you can.</p> <p>You've completed:</p> <ul style="list-style-type: none"> <li>all tables &amp; figures (titled &amp; labeled)</li> <li>all references / bibliography (correctly formatted)</li> </ul> <p>Preferably, you've asked a colleague or a friend to read the manuscript, and you've addressed their feedback.</p> <p>Text can still be freely edited.</p>	<p>You want the manuscript checked for</p> <ul style="list-style-type: none"> <li>flow, clarity of argument (paragraph &amp; sentence levels)</li> <li>syntax, grammar, spelling</li> <li>completeness &amp; clarity of figures</li> <li>completeness of references / bibliography</li> </ul> <p><b>Plus</b> a surface clean-up to <a href="#">apply styles consistently</a> (see next row)</p>	Word* (working document)	<p><a href="#">Line editing</a></p> <p>("structural" copyediting)</p>
<p>Everything above, plus your supervisor or colleague has reviewed the text for content and language. You may have had an editor help you.</p> <p>The manuscript needs to be put into a consistent format (style) so it can be submitted / sent to design / posted on the web, etc.</p> <p>Light edits can still be made.</p>	<p>You want <a href="#">styles applied consistently</a> to</p> <ul style="list-style-type: none"> <li>text, headings &amp; titles</li> <li>figures</li> <li>references (spot-check only)**</li> </ul>	Word (working document)	<p><a href="#">Copyediting</a></p> <p>("technical" copyediting)</p>
<p>You have a designed / laid-out document (proofs), ready to print.</p> <p>Only glaring errors can be changed.</p>	<p>You want the proofs checked for any glaring errors and typos and that everything appears as it should.</p>	PDF, sometimes Word ("proofs")	<p><a href="#">Proofreading</a></p>

\* "Word" could mean any working document where the text is movable/editable.

\*\* Checking and cleaning up references is a big, time-consuming task. Make sure to agree with your editor whether they will take it on as part of the job. If it is, realize that the cost is going to be significantly higher.

If you're a multi-language author ("English as a foreign language" or EFL writer), you may want to opt for line editing (it's more intensive than copyediting) to make sure that you are also following the logical structure required by English writing.

**Read more:** [What do you need? Copyediting vs. proofreading](#) to understand the differences between those two services. The CIEP also has a very [helpful free guide](#) you can download.

## What file formats do you work with?

Here are the files formats I work with for each type of work.

Type of work	File formats
<b><u>Copyediting &amp; line editing</u></b>	Word with tracked changes, or Google Docs*
<b><u>Proofreading</u></b>	Word, Google Docs, or PDF*
<b><u>Presentations</u></b>	PowerPoint (other formats to be discussed)
<b><u>Website text</u></b>	Word with tracked changes or Google Docs; RTF or plain text if you prefer. Working directly in WordPress post/page is also an option.

\* I do not work in LaTeX.

### Stay in touch!

Email me at [info@theclarityeditor.com](mailto:info@theclarityeditor.com) with any questions. And I'd love to connect on social media. You can also sign up for my newsletter for (very occasional) updates.



Visit the website: [www.TheClarityEditor.com](http://www.TheClarityEditor.com)