

FREQUENTLY ASKED QUESTIONS

Here are answers to some common questions. (This is a downloadable version, as of **13 March 2026**. The most up-to-date information will be on [the website](#).)

If you have any unanswered questions, please contact me at info@theclarityeditor.com.

Which editing service should I request?

It depends on what stage your work is at. Here's a guide—but if you're still not sure, [let's discuss your needs](#).

Scenario 1: Finessing the complete and near-finished manuscript

| Stage of your work | You want ... | Best service |
|---|--|---|
| <p>You finished writing your manuscript and cleaned it up the best you can.</p> <p>You have</p> <ul style="list-style-type: none">• all tables and figures (titled and labeled)• all references <p>You may have asked a colleague or a friend to read the manuscript and have addressed their feedback.</p> <p>Text can still be freely edited.</p> <p>Typical file types: Word (possibly Google Doc)</p> | <p>You want the manuscript</p> <ul style="list-style-type: none">• improved for clarity of wording and audience-appropriate tone, at the sentence and paragraph level• checked for consistency, syntax, and grammar• cleaned for design or submission in a specified style• reviewed for basic accessibility <p>Plus: text corrected for grammar, spelling, and syntax, checked for basic accessibility, and put in a specific style.</p> | <p>Line editing</p> <p>(“structural” copyediting, at the sentence and paragraph level; often combined with technical copyediting)</p> |

Scenario 2: Cleaning the document for submission/printing/designing

| Stage of your work | You want ... | Best service |
|--|---|---|
| <p>Everything above. You may have had a developmental or line 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, and otherwise finalized.</p> <p>Light edits can still be made.</p> <p>Typical file types: Word (possibly Google Doc)</p> | <p>You want your text checked for</p> <ul style="list-style-type: none"> • grammar, spelling, and syntax • completeness: all the necessary pieces are there <p>You want <u>styles applied consistently</u> to</p> <ul style="list-style-type: none"> • text and headings • figures and captions • references (spot-check only)* <p>You want basic accessibility features applied (such as in headings, lists, tables, and images).</p> <p>* I charge by the hour for a full references check and clean-up, separate from copy or line editing.</p> | <p><u>Copyediting</u></p> <p>(“<u>technical</u>” copyediting)</p> |

Scenario 3: Checking the final, designed proofs

| Stage of your work | You want ... | Best service |
|---|---|----------------------------|
| <p>You have a designed/laid-out document (proofs), ready to print.</p> <p>Only glaring errors can be changed.</p> <p>Typical file types: PDF (possibly Word, Google Doc)</p> | <p>You want the proofs checked to make sure there are no glaring errors and typos, and everything appears as it should.</p> | <p><u>Proofreading</u></p> |

Scenario 4: Advising on consistency and integrity

| Stage of your work | You want ... | Best service |
|--|--|---|
| <p>You have a complete manuscript.</p> <p>Text can still be freely edited.</p> <p>Typical file types: Word, Google Doc. Also possible: PDF, PowerPoint, webpages.</p> | <p>You want your manuscript reviewed for</p> <ul style="list-style-type: none">• coherence and consistency• cultural sensitivity, especially for a diverse, international audience• basic accessibility <p>You want concrete, actionable guidance on how to improve your manuscript.</p> <p>You want a lower-cost option than a full line or copyedit.</p> | <p>Content integrity review</p> |

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

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) (3.2.1)
- 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. (Please contact me directly for workshop and webinar requests.)

1. You contact me with your requirements.

Please tell me:

- Type of document (like journal article, research report, web article) and topic
- Approximate word count (not the number of pages)
- Type of work (line editing/copyediting/proofreading/content integrity review)
- 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)
- How genAI tools were used to help write the document (if any; no judgment!)
- [Other details](#)

2. I give you an estimate or quote and we discuss whether we are a good match.

Please send me your draft so I can give you an accurate estimate. If it's very long, send a section that will give me a good idea about the state of your document. (Don't worry, again, no judgment.)

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 parses, 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.
- If we agreed on two rounds, you'll get a revision that incorporates your answers to my queries.

In both cases, I'll give detailed feedback and offer options to help you finalize your document. The final decision on any point is always yours.

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

Please see the question on [payment methods](#).

Testimonials are really important for me as an independent editor. Your taking the time to [submit a testimonial](#) is very appreciated.

What is your rate? How much will this cost?

[My clients said](#) that I exceeded their expectations. Many have come back as repeat clients.

- My base rate is USD50 per hour.
- For a rate per 1,000 words or a quote for the whole project, please send me your draft.
- The minimum charge for a project is USD50.
- Reviewing and fixing references is charged by the hour.

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

My rate is based on industry standards recorded 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).

What file formats do you work with?

Here are the file formats I work with.

| Type of work | File formats |
|---|---|
| <u>Copyediting & line editing</u> | Word with tracked changes (preferred), or Google Docs. No LaTeX. |
| <u>Proofreading</u> | Word, Google Docs, or PDF |
| <u>Content integrity review</u> | Word, Google Docs. Other possible formats: PDF, PowerPoint, webpages. |

Do you use AI tools?

I do not use generative AI for editing tasks.

As a rule, I do not use generative AI tools like ChatGPT, Bard, Bing, Claude, or my locally installed large language model (LLM) for editing tasks. For example, I do not ask genAI to “fix grammatical errors” or “edit” a client’s text.

I may use generative AI as a brainstorming partner. But I will always use my human judgment to decide what to do with the output.

I may use genAI tools to generate and clarify ideas.

I use online chatbots like Perplexity (free) and ChatGPT (free) for searches, as they provide links that I can check.

Whatever the chatbot suggests, I will always review the output and use my human judgment to decide how to use it—whether to do further research, query the client, use the output (although almost always with editing), or reject the output altogether.

To protect my client’s and my data and privacy, I primarily use a locally installed LLM.

With a locally installed LLM, **no data leaves my computer. Your data does NOT “train” the model** in any way (see also below about machine learning).

For online genAI tools: I do not put chunks of clients’ work into online AI tools, unless you explicitly agreed that it is OK to do so. Even then, I will only put in the minimum text necessary for the task (for example, a phrase instead of a whole paragraph) and anonymize the text.

Here's a summary of how I use (and do not use) my local LLM and online chatbots. For every genAI suggestion, I review and decide what to do, using my human, editorial judgment and professional skills.

| | May use genAI | Do not use genAI |
|---|---|--|
| Local LLM | <p>I may use my local LLM to help assess a text. Examples of tasks:</p> <ul style="list-style-type: none"> List all sentences that mention a particular word/phrase/topic List all facts in the executive summary that are not mentioned in the main report Suggest what an ambiguous sentence may mean Suggest whether a term or phrase makes sense in that particular context <p>(These are not my actual prompts. In reality, I put in a lot more instructions and context.)</p> | <p>I do not ask my local LLM to make any changes in the text, including</p> <ul style="list-style-type: none"> grammatical corrections (because the “corrections” are often wrong) rewrites for “clarity” (because the outputs are not in the author’s voice, often change the meaning, and are inappropriate in tone, bland, and devoid of meaning) <p>I do not accept local LLM outputs as reliable or true (I question everything it suggests).</p> |
| Online chatbot (ChatGPT, Perplexity, Claude, others) | <p>Online searches (Perplexity, ChatGPT) for links to explore, as part of factchecking.</p> <p>Clarifying usage of terms and phrases with updated data (again, checking the sources).</p> | <p>I do not ask online chatbots to do anything that requires more than an anonymized phrase or sentence.</p> <p>I do not use the AI “summaries” generated by searches.</p> |

I do use standard editing tools with elements of machine learning.

I do use the following tools that may have elements of machine learning (where text may be sent back to the service to further train the tool):

- Grammarly: as an additional tool to find errors that I may have missed
- DeepL and Google Translate (for translation projects only): for initial rough translations, to supplement the local LLM. The AI-generated rough translation will **never** be the final product I submit to you.

When I use my local LLM, there is no machine learning (the model does not “learn” or incorporate any of the data).

I do not use AI to write content for this website or my newsletter.

Apart from using the “AI-based grammar checker” Language Tool to check my writing for errors, I do not use generative AI to “write” my content. What you read here and on [my newsletter](#) is written by a human (me!).

I may use generative AI as a brainstorming partner in developing the content, suggesting alternative wordings for sentences, and for drafting social media posts.

I will disclose specific uses of genAI.

If I do use genAI, I will disclose its use to my clients (for content on this website, I will put the disclosure on the page). Disclosure will include:

- which genAI tool
- what specifically I used it for

I believe in the responsible and ethical use of AI.

I believe in the responsible and ethical use of AI, in a way that safeguards and respects privacy and copyright. I will do my best to keep up to date about the technologies and the responsible use of AI.

(Reference: [The Responsible AI Manifesto](#))

Stay in touch!

Please [explore my website](#) or email me at info@theclarityeditor.com with any questions. You can [sign up to get tips](#) on clear writing, plain language, and working with an editor. I'd also love to connect on social media: [LinkedIn](#) and [Facebook](#).