

<b>TYPE OF WORK</b>	<b>Number of words/Pages</b>	<b>12 Hours</b>	<b>24 Hours</b>	<b>36 Hours</b>	<b>48 Hours</b>	<b>72 Hours</b>	<b>7 Days and more</b>
	<b>Cost per Page</b>	GH¢	GH¢	GH¢	GH¢	GH¢	GH¢
<b>PROOFREADING &amp; COPYEDITING</b>							
Proofreading		35	30	25	20	15	10
Basic Copyediting		45	40	35	30	25	20
Heavy Copyediting		60	50	40	35	30	25
Substantive Copyediting		70	55	45	40	35	30
Developmental Editing		80	65	55	50	45	40
Website Editing		600	500	450	350	350	350
CV Review		600	500	450	350	350	350
Cover Letter/Admission Essays		600	500	450	350	350	350
<b>WRITING</b>							
	<b>GH¢200 - GH¢500 per page</b>						
<b>BUSINESS CONTENT</b>	Business Plans, Proposals, Grants, Speeches, Presentations, Company Profiles, Press Releases, Letters, Reports, Business Flyers, etc.						
<b>CREATIVE CONTENT</b>	Short Stories, Novels, Poems, Social Media Posts, Case Studies, etc.						
<b>PERSONAL CONTENT</b>	CVs, Resumes, Personal Statements, Letters of Intent, Statement of Purpose, Cover Letters, Biography, Research Statements, etc.						
<b>WEBSITE CONTENT</b>	Webpages, Landing pages, blogposts, White Papers, etc.						

Common editorial rates—regardless of whether a fee is flat rate, per page, per word, or hourly—tend to fall within the ranges indicated above. These should be used only as a rough guideline; rates vary considerably depending on the nature of the work, the time frame of the assignment, the degree of special expertise required, and other factors. The industry standard for a manuscript page, however, is a firm 250 words.

**NOTE: Ms = Manuscript**

**Pgs = Pages**

**Hr = Hour**

**Wd = Word**

### **Proofreading**

Our proofreading service includes proofing for spelling mistakes, typos, punctuation problems and capitalization errors. You should always have your manuscript copyedited before it goes to layout, and then always have your book professionally formatted before it is proofread. A proofreader is not looking to fix your content—just correct any errors they see.

Proofreaders catch all the mistakes the copyeditor missed.

### **Basic Copyediting**

Every proofreading service plus correcting incorrect usage, checking specific cross-references, ensuring consistency, checking for proper sequencing in lists and other displayed material and awkward grammar. A basic copyediting does NOT involve interventions such as smoothing transitions or changing heads or texts to ensure parallel structure. The editor checks content ONLY to detect spots where copy is missing.

Copyeditors catch all the mistakes the author missed.

### **Heavy Copyediting**

In this copyediting, the editor improves the flow of text rather than just ensuring correct usage and grammar. May suggest recasts rather than simply flagging problems and enforce a uniform level, tone and focus as specified by the publisher. This is the standard of copyediting we apply when editing academic content.

Copyeditors not only find mistakes, they also check that your book follows the style guide appropriate for your genre.

### **Developmental Editing / Rewriting Service**

A consultancy between author and editor in which the editor assists the author to plan, outline, and structure the book. Some call it author coaching. Here, the editor ensures your arguments are coherent and stories in the right place and there is a good flow of ideas. They ask questions such as “are you omitting any core details?”, “Are there irrelevant materials that do not need to be in the book?”

Developmental editing does not require writing or rewriting; rather, it involves suggestion making. The editor helps you to become a better writer by explaining how to structure the content of your book, how to organize your ideas, and how to achieve smooth transition between ideas.

If you need help taking ideas and forming them into a book, then developmental editing is for you. Otherwise, if you are a seasoned author or have confidence in your script, you do not need developmental editing. This can include consultation before editing begins. If your text needs an extensive rewrite or a more aggressive edit, we can help you overhaul it.

## **Substantive Editing / Content Editing**

The editor edits a completed script targeting the content, meaning, and organization of issues in the text. Substantive editing gives you a paragraph-level set of markups on your script suggesting corrections, highlighting incomplete sections, and offering advice on smoothing the flow and the construction of your sections, subsections, and chapters. This level of editing also focuses on the tone and voice of your script while putting into consideration your target audience.

The main distinction between a substantive edit and a line edit is that the substantive edit is not as detailed as the line edit. It is between the high level of a developmental edit and the ground level view that line editing takes as the editor works through each line of your manuscript.

Content editing does not move your chapters around but moves your paragraphs or sections around within your chapters, move content to different chapters, or completely delete content.

To put it into perspective, a developmental or evaluation edit helps build the house (the book) and figure out which rooms (chapters) should go where. With those rooms in place, the content editor's job is to help you arrange the furniture (sections and paragraphs) inside those rooms in a way that is appealing. Line editing is concerned with the decorations (sentences

NB: Large volumes of work attract special discount packages.