

WriteSource Academic Editing Service

Thank you for considering *WriteSource* for the edit of your academic proposal, thesis, dissertation, or scholarly manuscript. *Editing* is a broad term that encompasses a wide range of services. Many editors engage in specific services such as copy editing (reading a document for errors in mechanics or usage), substantive editing (examining a document for clarity, syntax, and logical organization), or format editing (reviewing the document for conformance to style guide requirements).

We provide a comprehensive editing service that includes all the edits listed above and is aimed at ensuring that your document is ready for submission. Revisions can be expected after your document is reviewed by your committee or university reviewers and editors. We guarantee our work and, after our edit is completed, we will make any changes your committee or university reviewers require for document acceptance, at no additional charge.

Our Service:

Copy Edit: We will read your document to identify and correct the following. We will also prepare a style sheet that details the editorial judgments made during the copy edit.

- Typographical errors
- Errors in punctuation, grammar, spelling, word usage, and other mechanics
- Wordiness, trite or archaic expression, and inappropriate jargon

Substantive/Structural Edit: We will examine your document and correct or suggest corrections for problems in the following areas:

- Clarity, syntax, organization, and tone
- Consistency of terminology, verb tense, and voice
- Coherence (flow of the writing), parallelism, and effectiveness of expression and transitions
- Appropriateness for the intended audience
- Sentence structure, paragraph construction, conflicting information, or questionable statements
- Sequencing of headings, accuracy of cross-references to tables and figures, and correspondence between in-text citations and reference list or bibliographic entries

Format Edit: We will ensure conformance of your document to university and editorial style requirements. The following areas of your document are addressed during this edit:

- Completeness of the document and sequence of document pages
- Proper style for fonts, margins, spacing, headings, tables, figures, and lists
- Conformance with university guidelines for hyphenation, page numbering, capitalization, numerals and symbols, and abbreviations
- Proper in-text and reference list or bibliographic citation format

Final Document Preparation: We will perform the following activities to prepare your document for submission:

- Proofread the edited document to ensure that all errors have been corrected
- Prepare the signature page, final table of contents, lists of tables and figures, and any other preliminary pages

Time Requirements:

The standards for acceptance of doctoral-level work are extremely high, and quality editing requires considerable time and effort. The specific time required to edit your document depends upon the document length, the writing quality, and our workload. We suggest you contact us as soon as you know you will require our services and allow sufficient lead time for us to include your document in our schedule. A comprehensive doctoral proposal edit can usually be completed in two weeks; a comprehensive dissertation edit will require three to four weeks. After a preliminary review of your document, we will give you a definite timeline. Once a schedule is established, you can expect your document to be completed on time.

Fees:

Our fees are \$50.00 per hour. Generally, a comprehensive edit can be performed at the rate of 5 to 7 pages an hour. Thus, a 60-page document, double-spaced, will usually take between 8.5 and 12 hours, for an approximate cost of \$425 to \$600. A 120-page document, double-spaced, would take between 17 and 24 hours, resulting in a cost of between \$850 and \$1,200.

When you submit your document to us, we will provide you with a cost estimate. If this estimate is satisfactory, 1/3 of the estimated amount is due before we begin work on the project, and additional payments are due as each chapter or major section is completed. The final document will be emailed to you upon confirmation of the final payment. Fees can be paid by personal check or money order made payable to *WriteSource* or by VISA or MasterCard. Please telephone our office to make credit card arrangements.

The Editing Process:

We do not edit document content. Before submitting your document to us, you should finalize its content and overall organization and obtain at least tentative approval from your advisor or committee. Most editing projects are completed entirely by email.

Step 1: Please contact us by email at ksole@writeso.com with your editing request, the approximate length of your document, and the editing deadline. We will inform you of our availability within 48 hours of your request.

Step 2: Submit your document to us as an email attachment in a Microsoft Word 2002 or Corel WordPerfect 8 file format (or earlier versions of these two programs). When we receive your document, we will review it and reply with a definite timeline and cost estimate.

Step 3: If our terms are acceptable to you, please email us the following information:

- Your mailing address and telephone number
- Your university name, academic program, and required style manual
- Your university guidelines for editing and formatting (or a link to the university's Web site where these guidelines can be found)

Step 4: We will edit your document on a chapter-by-chapter basis and email an edited version of each chapter to you, for review, as it is completed. All suggestions and comments will be marked on the document electronically. You can accept or reject changes or comments, and we will be happy to discuss any issues with you.

Step 5. After completion and review of all edits, we will proofread and finalize your document and return it to you in final form for submission.

Qualifications:

WriteSource owner and editor, Kathy Sole, has been a contract writer and editor for the past fifteen years. Previously, she was vice president and manager of the corporate instructional publications department for an international commercial bank. She has a thorough understanding of graduate school requirements for academic documents and is an expert in the use of the following editorial style guides:

- *Chicago Manual of Style*
- *A Manual for Writers of Term Papers, Theses, and Dissertations* (Turabian)
- *Manual of Style* (Government Printing Office)
- *MLA Handbook for Writers of Research Papers*
- *MLA Style Manual and Guide to Scholarly Publishing*
- *Publication Manual of the American Psychological Association* (APA)

Kathy holds a master's degree in communication studies and conducts corporate writing workshops throughout the country. She is also an adjunct faculty member at the University of Phoenix; author of *What's the Rule? A Simple Guide to Perfect Punctuation, Great Grammar, and Superb Sentences and Style*; and a contributor to *The Little, Brown Compact Handbook* and *The Writing of Business*.

WriteSource

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Thank you for your interest in our services. We appreciate your confidence in our work.