



KT EDITING SERVICES

MAKING YOUR WORDS *sparkle*



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What I do

Put simply, I help authors tell their stories by making sure their writing is polished and ready for publication. I try to cater to both new authors and experienced writers, and so I offer several packages and service levels designed to fulfil the needs of all potential clients.

Aside from editing and proofreading, I also help many of my authors with the logistics of self-publishing, from everything from choosing trim size to finding a cover designer and even how to upload files to the various platforms. Self-publishing can be confusing to navigate, and I like to make sure my clients have access to the best resources possible. I offer formatting for clients who would rather not take this on themselves, and I can even help you with a website for your books – including writing the copy for it (marketing copy is a very different beast to writing a novel!).

How I do it

Being a fiction editor is often something of a balancing act. It's important that an author's work is correct and clear, of course, but it's also important that their unique style and voice remains intact. As an editor, I'm very careful not to change an author's voice or fall into the trap of over-correcting. While knowing the rules of grammar is important, knowing when you can get away with breaking them is just as vital. Sometimes, hyper-correction can drain the very life out of a piece of writing, and that's always something I aim to avoid at all costs.

When you get your edited manuscript back, it should still be very much **your** writing, just polished and tweaked to make it the best it can be. Running roughshod over an author's writing is not something I ever aim to do. Obviously, there are times when deeper intervention is required, but I do my best to retain the author's style wherever possible.

As any editor should, I have a bookshelf positively groaning with reference books. I'm well versed with both *New Hart's Rules*, the UK standard for publishing, and *The Chicago Manual of Style*. I produce meticulous style sheets that record my editorial decisions, and I have all manner of resources, ranging from books on crime procedure and the history of forensics to the historical origin of familiar phrases and idioms. And if I can't find the answer in my own resources, I have a huge network of colleagues who are always willing to help out!

Software and file management

Professional editors should always use up-to-date software. I have the latest version of Word as well as the latest version of Pages and InDesign, all running on the newest operating systems. I pay for licensed fonts for InDesign for interior formatting so authors can have a huge choice without having to fork out extra.

Files are backed up both to a secure 'cloud' location and to an external drive. Unless asked otherwise, I retain a copy of all edited manuscripts in case clients ever require another copy.



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How long it will take

The time it will take me to edit a book is depending on several things: the length of the book, the degree of intervention required, and the complexity of the subject. As a rough guide, around two–three weeks is usual for a standard-sized novel of around 80,000 words.

What to expect

I am not a developmental editor; that is, I don't work with authors on the big-picture stuff. My passion is at word and sentence level. While I do have experience and training as a developmental editor, it's not a service I currently offer, so before engaging me to edit your manuscript it's vital you are happy with the overall shape of your manuscript. While I will endeavour to point out wider problems with the plot, pacing, point of view, etc., my focus is on your words, sentences, and paragraphs. The various levels of editing I offer are detailed below.

The Error-nuke

This is for authors who have had their work edited and proofread but want to blitz any lingering mistakes before publication.

I will read through your book for a flat fee. During my readthrough, any errors I find will be highlighted at the cost of £1 per error. Unless asked otherwise, I will note typos, homophones, incorrect punctuation, incorrect hyphenation and wonky formatting. The cleaner your document, the cheaper this package will be.

You can put a limit on the number of errors spotted, and I will get back in touch if I reach it and ask how you want to proceed. If you then decide to go for the full Proofreading Package, you will receive a discount.

My reading fee is £1.50 per 1,000 words and a further £1 per error noted

Proofreading Package

This package is ideal for authors who have either had a copy-edit or are very experienced writers who are sure they just need a proofread. If you haven't had any editorial intervention, or this is your first book, then you would almost certainly be advised to consider the Copy-editing Package or the Line-editing Package instead.

The **Proofreading Package** covers the following:

- Checking for mistakes in spelling and grammar
- Correcting/improving punctuation
- Highlighting incorrect words and suggesting alternatives



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- Checking for formatting problems and/or putting Word document into proper format for typesetting/submission to agents
- Ensuring consistency in spelling/hyphenation/capitalisation, etc.
- Ensuring chapters are numbered and formatted correctly

You can add additional passes for a reduced sum. I can work on a Word file or on a typeset PDF proof or e-book. The price for this service starts at £8 per 1,000 words.

Copy-editing Package

This package is recommended if you are an author with some experience or a first-time author who has had some editorial input before. In addition to the items covered in the **Proofreading Package**, this service includes:

- Smoothing awkward sentences and ensuring your sentences flow naturally. This may take the form of **limited** rewriting/recasting of sentences or of comments in the margin with suggestions
- Ensuring consistency in character traits and story timelines (no changing eye colours or children at school on Sundays!)
- Dealing with overuse of crutch words and phrases
- Ensuring clarity and excellent readability for your audience
- Basic fact-checking of names, places, etc.
- Ensuring language used is appropriate for the audience

You can add additional passes for a reduced sum. I prefer to work on a Word file when copy-editing. The price for this service starts at £11 per 1,000 words.

Line-editing Package

This is the most comprehensive package I offer and is ideal for both new authors and more experienced authors. In addition to the items covered in the **Proofreading Package** and the **Copy-editing Package**, this package includes:

- Suggestions for improving text on a stylistic and creative level, such as flagging areas with too much telling, where point of view is unclear, where imagery could be strengthened, etc.



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- Limited rewriting of sections to improve them stylistically, where possible; otherwise, comments in margins to suggest or flag areas where your writing could be improved
- Careful attention paid to dialogue to ensure character interactions sound natural
- A short editorial report pointing out any issues I feel would benefit from being looked at more closely, including characterisation, plot, pacing, etc.
- A list of resources, such as articles and books, curated specifically for your needs

You can add additional passes for a reduced sum. The price for this service starts at £13 per 1,000 words.

A word on formatting

As part of all my packages, I format your Word document to make it easier to edit as well as easier for you or your formatter/designer to carry out layout work. This entails using the correct Word styles to ensure paragraph indentation and spacing and display of chapter headings. As part of this service, I will remove minor infelicities (although I won't track these, as it adds to unnecessary clutter when reviewing my edits) such as spaces between paragraphs, multiple spaces after full stops or between words, as well as changing straight quotes to typographer's (curly) quotes. If you do not wish me to amend your formatting, please let me know.

After an edit

It's important that authors have realistic expectations of what an edit can achieve. One pass by one individual can only catch so much. I cannot guarantee an error-free manuscript, and no editor should promise this. Humans are not perfect, much as we might try, and when there are sometimes more than 5,000 changes to a manuscript, it's inevitable that the odd typo or misplaced punctuation mark will slip by. The more eyes you have on your manuscript the better, but even then, you may still end up with an error or few in your published file. Even best-selling books that have been reprinted dozens of times can still contain errors! But editors hate mistakes more than most people, and I do my utmost to eradicate as many as I can to the best of my ability.

For the ultimate peace of mind, I suggest you hire me to spot-check any changes you make to your manuscript after you receive the edited file. I offer this at an hourly rate of £27 per hour.



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Formatting and interior design

I offer interior formatting and design for paperbacks and e-books. If you don't have specific requirements and just require something attractive yet functional, then I can create e-book and paperback interiors from a variety of pre-made templates I have. I can also offer more bespoke paperback interiors. Price varies depending on requirements, but start at £70 for an e-book and £100 for a print interior.

Blurbs

Writing blurbs is a different art to writing novels, yet they are often one of the things that convinces a reader to pick up your book. I can either write a blurb from scratch for you (if we haven't worked on your book before, I will require a synopsis) or edit one you've already come up with. I can also edit submission packages for publishers and agents to make sure they are effective and error-free.

Websites

I can help you set up an author website, complete with links to your books on the various sales platforms, excerpts, and a blog. From £300. Copy-writing negotiable on top.

The small print

Here are some of my terms and conditions, which are aimed at protecting both of us.

- We will agree a price for the job before work begins. Should any further material be added by you to the work, such as a prologue or new chapters, a separate price will be negotiated based on the original fee per 1,000 words.
- I usually ask for £100 deposit (non-refundable) to book an editing slot, which will be deducted from your end fee. I then require 50% of the remaining fee when work begins, with the remainder due within 14 days of receipt of the edited manuscript.
- Payment is via bank transfer or online using your credit or debit card.
- A deadline date will be agreed mutually between us. Occasionally, the date may have to shift if the work takes longer than expected, or due to other unforeseen circumstances. Should this be the case, I will let you know as soon as possible.
- While every attempt will be taken to provide an error-free document, please note that perfection is very rarely, if ever, attainable. The number of changes a document will undergo – usually well in excess of 4,000 – means that perfection is impossible to guarantee. Most editors (and scientists!) agree that catching around 95% of mistakes



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is the most a human being can achieve. I suggest that you budget for multiple passes if at all possible and check the manuscript thoroughly yourself before publication.

- I may use your name and link to your book on Amazon or other platforms in my promotional material (such as website portfolio). I will also periodically provide links to your books on my social media platforms.
- If you are pleased with my work, please do consider writing a testimonial to help future clients.
- There is no need to acknowledge me in your work, but if you would like to, please ask me first. If you make large changes to your document after I edit it, please include a line to this effect as if any fresh errors are introduced, it may give an inaccurate impression of my editing to potential clients.
- You are ultimately responsible for your own work. While I will endeavour to point out any legal issues, you are responsible for ensuring your manuscript is appropriate for publication. I can accept no liability for any legal action arising from inaccurate or defamatory information in a piece of writing.
- I will not check every detail for accuracy, particularly in historical novels. While I will check any that catch my attention (such as whether Wednesday, August 23, 1955, was a Wednesday – it wasn't), please ensure that you have done your own research and checked facts before sending it to be edited.
- Your work will be kept completely confidential.

The last word

If you're still not sure what you want or if I can help, please do send me an email at info@ktediting.com. Even if I can't help, I'm sure to be able to point you in the direction of someone who can.