
Kate Battersby

Words and Music

*Editing and document
finishing services*

Journal articles ■

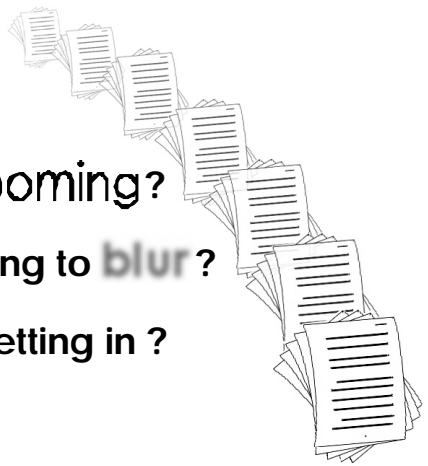
Research reports ■

Dissertations/Theses ■

Annual reports ■

Corporate reviews ■

Newsletters ■



Deadline looming?

Words starting to *blur*?

Brain-rot setting in?

If you are approaching the final draft of your manuscript and feel the need of a reliable, fresh pair of eyes, please consider my editing and document finishing services.

I have broad experience in preparing documents for publication in academic and corporate environments, with expertise in checking and polishing

- visual presentation and layout
- spelling, grammar and punctuation
- structure, flow and consistency

at the level requested by you.

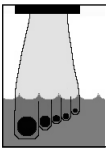


LEVEL 1
cosmetic 'tidy-up'

Typically includes checking:

- visual formatting for consistency and adherence to stipulated conventions
- spelling, punctuation, grammar
- usage of 'plain English', where appropriate
- presence and formatting of citations and footnotes/ endnotes
- presence of sections/ information/ cross-references where intended.

Because at this level there is little to no engagement with themes, a rapid turnaround can be expected.



LEVEL 2
light engagement with content

Includes all the above, as well as monitoring for:

- internal consistency of language and phrasing, with particular attention to critical terminology as defined by you
- ambiguities in expression, with suggestions for resolving these.

At this intermediate level, a limited exchange of comments may be necessary, increasing the time that should be allowed.



LEVEL 3 ***a deeper reading***

Includes all the above, as well as engaging with:

- structural matters
- themes, lines of argument
- logical flow, 'elegance' and so on.

Timing will depend upon the degree of commentary and interaction required. Structural questions usually involve dialogue, which may not be limited to a single exchange of comments. Sufficient time should be budgeted for any 'eleventh hour' rewriting that may be triggered by this process.

NOTES

In practice these levels may overlap considerably, so the descriptions should be read as illustrative rather than definitive. The focus and depth to be applied in each instance will be governed by the author's instructions and time available.

You will be asked to provide:

- information about type of publication and target audience
- formatting and layout instructions supplied by your publisher
- spelling and acronym checklist for unusual or esoteric terms, names, places, organisations.

Matters to be clarified and agreed before the work is undertaken:

- type of finishing required
- deadline/s
- hourly rate (influenced by turnaround speed and depth of engagement requested)
- method of communication
- hard copy vs electronic copy – for speed and ease of use, MS Word's 'reviewing' / 'track changes' function is highly recommended. It enables the editing process to be conducted entirely electronically for transmission by email. (Just ask if you'd like a hand to get started!)

FURTHER INFORMATION

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