Editing Questionnaire

* How long is the manuscript (total word count)?
* Do you know what type(s) of editing you are looking for: proofreading, copyediting, line editing, substantive editing, and/or an editorial assessment (descriptions on page 2)?
* What is your timeline for getting the edited manuscript back?
* What is your budget (or estimated range)?
* Is this a first draft (or second, or third, etc.)?
* Have you worked with another editor previously on this manuscript? Have you worked with an editor on other projects? If so, do you have any preferences in the editorial approach or communication style?
* Do you have any particular concerns or areas you would like to focus on pertaining to grammar or writing skills? Pertaining to plot, character, or big-picture story ideas?
* Are you planning to pursue publishing? If so, self-publishing or traditional?
* Are you in a writers’ group? Have you worked with beta readers?
* Have beta readers read and given feedback on this manuscript?
* Please provide a short synopsis of your story.

Types of Editing

**Substantive Editing**: A close look at plot and character development, as well as organization and continuity. I also edit for tone, style, and realistic dialogue, without delving too deeply into the finer points of mechanics. This involves comments throughout the manuscript and an editorial letter.

**Line Editing**: A heavy focus on tone, style, and organization. I edit for fluidity and variation of sentence structure, as well as paragraph organization, word repetition, and some of the more stylistic elements of writing. This is often combined with a substantive edit.

**Copyediting**: A thorough look at grammar, spelling, punctuation, and continuity within the story. I edit mainly to smooth out any stylistic inconsistencies and fix grammatical issues. I also provide light fact-checking and keep an eye out for plot holes and inconsistencies within the story (such as character descriptions changing from chapter one to chapter ten). With the copyedit, I also provide a style sheet, outlining all of the style decisions made throughout the manuscript, as well as a list of characters, places, and world terms, and a chapter summary of the story (which a proofreader can reference during the proofreading pass).

**Proofreading**: A detailed review of the manuscript to identify and correct any typographical errors. I edit for typos that arise from formatting issues, as well as incorrect spelling and punctuation. (Proofreading typically takes place after a copyedit has already been performed.)

**Editorial Evaluation**: An overall evaluation of the manuscript, noting the strengths and weaknesses, as well as offering suggestions on areas of improvement. I provide a five- to ten-page letter outlining my feedback on plot, character, tone, and dialogue, as well as some mechanical elements of writing if there are particular areas to work on or if there is a particular aptitude expressed throughout the manuscript.

*For self-publishing authors, I often suggest either an editorial letter or a combination substantive/line edit as a first pass, a copyedit as a second pass, and then getting a separate editor to complete a proofread for the final pass, in order to have a second set of eyes on the manuscript. This ensures a complete editorial round before publication.*