

My Editing Process

- **Consultation**

For many projects, a succinct email exchange suffices to get things going. Other times, more collaboration is called for. In these cases, whether by phone, email, or zoom, I like to dialogue with prospective clients to find out more about their manuscript and establish a plan for meeting their needs. Consultations under thirty minutes are complimentary.

- **Developmental editing**

As an experienced developmental editor, I know that the plan is always subject to change as the manuscript takes on new directions, discovers what is necessary and what isn't, gains a clearer sense of its voice, or becomes more focused on its central argument or narrative arc. But typically, it goes like this: I take a relatively full draft or substantial beginning and enter comments. This is done in Word (.doc, or .docx) with Track Changes on. The comments can get long at this stage. Sometimes I provide written feedback in a separate document, or conference via zoom or phone. At this stage, some paragraph-level copy editing also happens wherever it's necessary for changing the organization, argument, plot, tone, or flow of the piece.

After the writer has a chance to respond to what I've done and make changes, I take that version of it, and review it. If no more discussion is required, I'll copy edit everything and clean it up, and return it to the author. At least, that's a basic template of the plan. I'm flexible and happy to pivot as needed.

- **Copy editing**

For manuscripts that are ready to be edited at the sentence level, I edit in Word (.doc, or .docx) with Track Changes on, return to the writer. The writer responds wherever they have comments or questions and sends it back to me. By "respond" I mean, the writer clicks on "reply" to my comments if they have something to say, or they drop new comments directly into the text. I do the final clean up and return it to the author.

Fees and other details

- **Fees**

I invoice at the end of each month. I prefer to be paid by PayPal, Venmo, or Zelle. If I am required to become a university vendor for clients on funding, I charge for the time spent on the forms if more than thirty minutes. I charge an hourly rate. For a fee schedule or estimate, please contact me through this website, or email me, mksturdevant@gmail.com.

- **Languages and unique skills**

I am good with technical or specialized language and vocabularies. I have edited basic Latin constructions and phrases in the humanities as well as in medical texts. I can work with basic German or German philosophical phrases and terminology, although I am not truly a translator.

- **Style Sheets**

If the writer wants one, I can build a Style Sheet. This is helpful for keeping track of stylistic or technical choices, and the writer can reference it in future work as well.

- **Contracts**

I issue each client a Memo of Understanding which states among other things that working with me doesn't guarantee publication, nor do I seek it for their manuscript. That said, I'm fairly well engaged in current publication trends and practices, in both academic and creative fields. I'm happy to offer what I know.

- **What I don't do**

I do not exclusively work on bibliographies, references, or indexes. There are specialists in those areas, and while I do ensure a consistent tracking of notes within a text, and can copy edit foot- and endnotes as well as reference lists that are a part of any book I've edited, I recommend hiring indexers or reference specialists if that is your only or main concern. I also do not typeset, design, or prepare figures and tables for the printed page.