



Words are to be taken seriously. Words set things in motion. I've seen them doing it. Words set up atmospheres, electrical fields, charges. I've felt them doing it. Words conjure. I try not to be careless about what I utter, write, sing. I'm careful about what I give voice to.

Toni Cade Bambara
- www.writerswrite.co.za

bluefunkproductions, llc/editorial & consulting services

COMPREHENSIVE SERVICES:

Today's business, academic, and professional worlds demand excellence in written communications. Maintaining your professional or academic reputation demands work is free from typos, grammatical errors, and structural problems. As **bluefunkproductions, llc**, I believe that the editing process is a partnership between author and editor, one that demands sensitivity, precision, and professionalism. Working *with* you, I will help you fine tune and shape your manuscript to ensure an impeccable final draft. Whether you just need another pair of eyes for a final read or require a more thorough review of your content and structure, I can help.

SPECIFIC AREAS OF EXPERTISE:

- Academic Papers, Essays, Dissertations, Theses
 - Advertisements, Brochures, Flyers, Pamphlets
 - Fiction/Non-Fiction
 - Textbooks
 - Web site copy
 - Capstone Projects
 - Autobiographies and Biographies
 - Newsletters and Reports
 - Screenplays and Plays
 - Ghostwriting
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- College Essay Consulting
 - Writing tutor
 - Effective analysis of your strengths and weaknesses as a writer
 - Suggest strategies, techniques and areas of focus for improvement
 - Develop bank of exemplars and resources specifically targeted to address individual weaknesses
 - Co-create a personalized template that integrates your most effective brainstorming techniques and organizational strategies

MEMBER, NATIONAL ASSOCIATION OF INDEPENDENT WRITERS AND EDITORS (<http://naiwe.com/>)



CODE OF ETHICS: <http://naiwe.com/about-naiwe/code-of-ethics/>

All correspondences (including e-mails) and materials will be held in strict confidence. I will not share your personal information or the details of your project with anyone.

INITIAL FREE CONSULTATION (in person or via phone or Skype) TO ADDRESS:

1. Client/Consultant availability/expectations
2. Client project timeframe & scope
3. Document Formatting
4. Communication and Transmission Method [I prefer that you send your documents over the Internet and prefer working with Microsoft® Word and Adobe Acrobat® (PDFs) files, however we can discuss this.]
5. Rate structure, fees

COLLEGE ESSAY/ESSAY ADVISING SERVICE

- Common Application Personal Statement and Activity Essay
- Typical supplemental and other short-response application questions (e.g., “Why you would like to attend this university?”)

STANDARD RATE: \$100/HOUR

- Initial face-to-face: discuss goals and relevance of topic selection to goals, read through and discussion of existing drafts
 - Combine proofreading with an expert critique of structure, content and tone to help you strengthen your writing; editor availability for phone/email consultation/brainstorming during revisions
- \$100 due at initial face-to-face; I will deliver a balance due invoice upon completion of the service with meticulous record of hours.*

COMPREHENSIVE PACKAGE: \$500

From initial topic brainstorm to finished essay, I'll coach you every step of the way.

- Includes Standard elements, 14 days of email support, and a minimum of two rounds of critiques
- Comprehensive Package must be paid in full in advance of any work being performed.*

PROFESSIONAL PROOFREADING AND COPY EDITING:

Standards for proofreading and copyediting differ. Traditionally, proofreaders are responsible for finding errors during the formatting of a final document. Copy editors review finished copy for spelling errors, inappropriate grammar, awkward or inappropriate word usage, stylistic consistency, and formatting; they correct errors, point out conflicting statements to the author, and request advice when the means of resolving a problem is unclear; and fix whatever is incorrect, confusing, ambiguous, or inappropriate.

Most people want to know the exact cost before signing an agreement. Informal polling suggests that an hourly rate is meaningless because editors do not read a standard number of pages per hour due to variability of content. Therefore, like many editing and proofreading services, I charge by the page. The established industry standard for a ‘page’ is 250 words; because of the standard, you don’t have to worry about whether or not your manuscript is in the right font or type size, you can submit it ‘as is’.

Turnaround time on the majority of projects will be negotiated during the initial consultation. I work weekdays and count as Day 1 the day I receive your document, signed agreement, and deposit. If available, I will accept rush jobs but there will be an additional fee.

Payment is 50% deposit, 50% on delivery. I accept cash, personal checks, or *Visa, MasterCard, and American Express card payments through PayPal**. All rates are in U.S. dollars, and there is a minimum charge of \$40 per job. The following rates apply to electronic editing of Microsoft Word documents (using the track changes feature) and hard copy manuscripts. Prices do not include postage or courier charges.

BASIC PROOFREADING

Includes checking copy word-for-word against a marked-up draft and identifying typographical errors, spelling mistakes, punctuation problems, capitalization errors, and awkward grammar for correction. Basic proofreading is for manuscripts that have already been reviewed by another editor or proofreader, been peer reviewed, work shopped by a writers’ group, and are in the final draft stage. If you are about to go to press, upload your file to the Internet, or otherwise distribute it, Basic Proofreading is probably the best service for you.

- \$3.00/page (page = 250 words) when marking hard copy (printout)
- \$2.50/page for corrected electronic copy (MS Word file)

EDITORIAL PROOFREADING/LINE-BY-LINE COPYEDITING SERVICE

Editorial proofreading is usually done on material that has already been edited. In addition to basic proofreading, editorial proofreading includes checking for errors in word usage, hyphenation, and subject-verb agreement. It also includes recommending changes in awkward word choice or inappropriate punctuation and checking for style consistency and organizational problems. In addition, I will help you with the overall structure of your manuscript: Is your writing clear? Does it make sense? Is your word choice appropriate? Are there any redundancies or inconsistencies in the narration or progression?

- \$4.00/page (page = 250 words) when marking hard copy (printout)
- \$3.50/page for corrected electronic copy (MS Word)

DEEP EDITING / REWRITING SERVICE

If your text needs an extensive rewrite or a more aggressive edit, I can help you overhaul it. (Please note: this service is rarely needed as the line-by-line copyediting service usually addresses most issues.) The main difference between line-by-line and deep editing is the level of judgment and rewriting involved. In a heavy copy edit, I will try to improve the flow of text by rewriting portions to reflect a uniform tone, structure and progression; this includes changing passive voice to active voice and rearranging sentences to maximize flow and clarity.

- \$12.00/page (page = 250 words) when marking hard copy (printout)
- \$10.00/page for corrected electronic copy (MS Word)

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