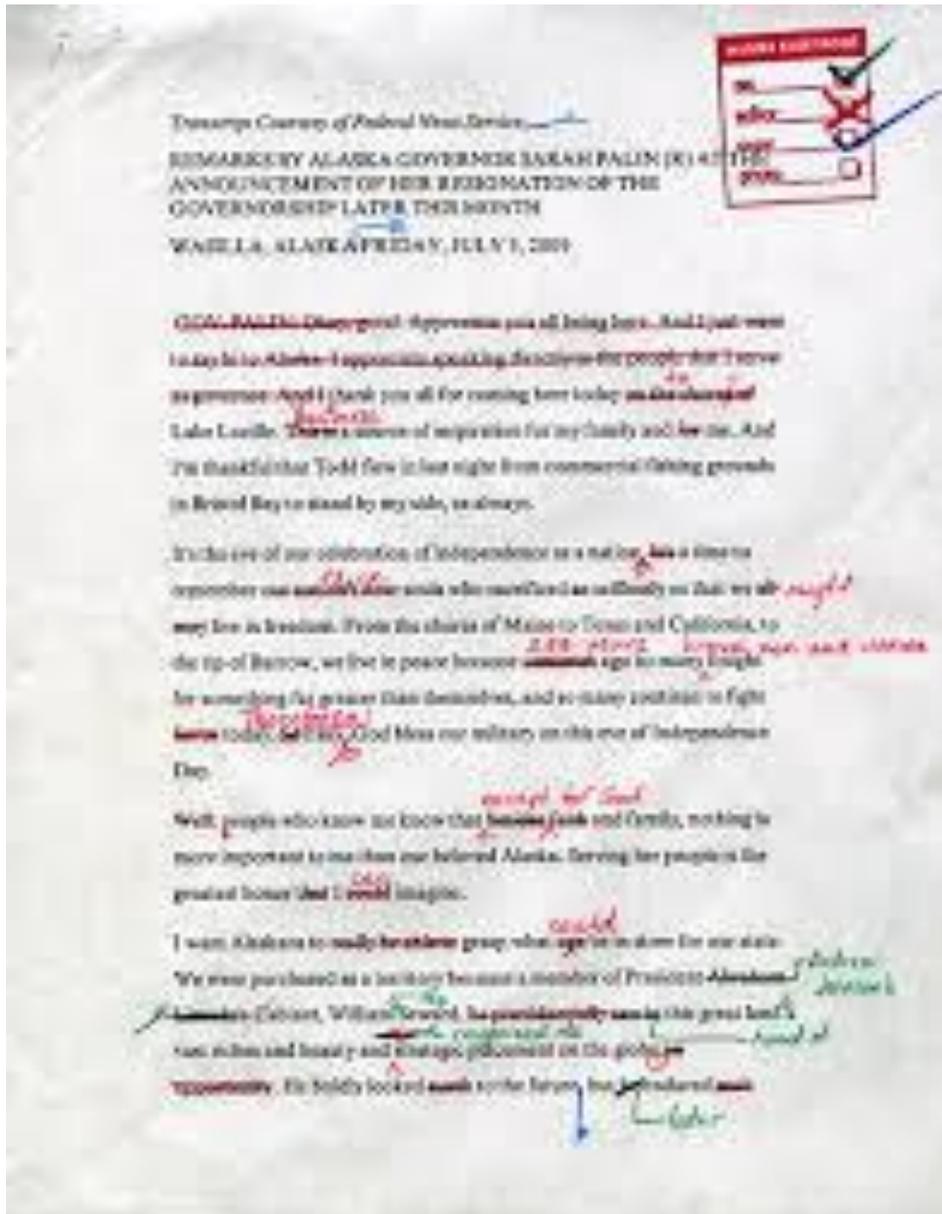


## What is an editor?

Many writers hire professional editors to go over their manuscripts before submission. This is especially true during the preliminary stages of a writer's career; every grammatical error and spelling mistake can mean a rejection letter. What you might not know, however, is that there are three basic types of editing, and you'll need to determine which of those your manuscript needs.



## Proofreading

The first type of editing for which you might hire an editor is proofreading. This is the simplest form of editing and is also usually the cheapest. Proofreading is for writers who don't need help with sentence structure or the content of the book itself, but need

someone to simply go over the text for basic grammatical and spelling errors.

Editors typically charge less than \$0.05/word for proofreading, and it usually takes an editor about two weeks to proofread a full-length manuscript. The purpose of proofreading is to have someone who has never read your manuscript go over each word for errors that might have escaped your attention, which will happen at least a few times in a full-length manuscript.

### Line Editing

The second type of editing most editors offer is line editing, which is a little more detailed than proofreading. If your manuscript has plot holes, limited characterization, factual errors or syntactical problems, line editing is probably more your style. It costs more than proofreading, but a manuscript with structural errors won't get past a literary agent or publisher.

Line editing will probably cost you between \$0.05 and \$0.25 per word, depending on the editor. I would advise you to shop around for line editing to find the best price, as there are plenty of "professional editors" who will try to cheat you out of your money. The purpose of line editing is to tie together loose ends in your manuscript and to make sure that the story flows properly. For non-fiction, line editing will catch factual errors and will also help to separate chapters and paragraphs so that they make more sense.

### Substantive Editing

The final service most editors offer is substantive editing, which is even more detailed than line editing. A substantive edit can cost up to \$0.75 per word, and involves the rearranging, deleting, adding and rewording of entire pages and chapters. Some editors call substantive editing a "Ghostwriting/Editing Blend".

(from <http://voices.yahoo.com/the-three-types-editing-which-does-manuscript-170885.html?cat=4>)

### Tauranga Writers who edit

Recently I was on the hunt for an editor so I emailed the members of Tauranga writers looking for suggestions. I was amazed by the response but more importantly I was impressed by the advice I was given which I have put below.



**1) Ask to see what they have edited before.** If they are a writer you may want to read their books but if they are only an editor ask for references from past clients.

**2) Ask for a quote.** Editors charge differently - and this does not necessarily equate to the quality of their work so ask what they charge. Some charge for the whole word count, some charge per page and some charge per hour.

**3) Ask for an example.** You might have found a highly recommended editor who you can afford but that doesn't mean you will like what they do with your work so ask them to edit a couple of example chapters. This does take time but it will help you ensure your making the right choice.

**4) Ask about the working relationship.** Remember that there are different types of editors so make sure you know what you are paying for - do you want them to proofread, line edit, or substantive edit? Or do you want them to do it all? How often do you want to discuss changes or do you want no discussion at all?

**5) Ask yourself if you really need an editor.** By this I mean that if you are planning to find a publisher, sure make sure your writing is as clean as you can make it but don't forget that editors sometimes have their own ideas and may want you to make changes which will require further editing.