

Editing/Proofreading: Services & Pricing Guide

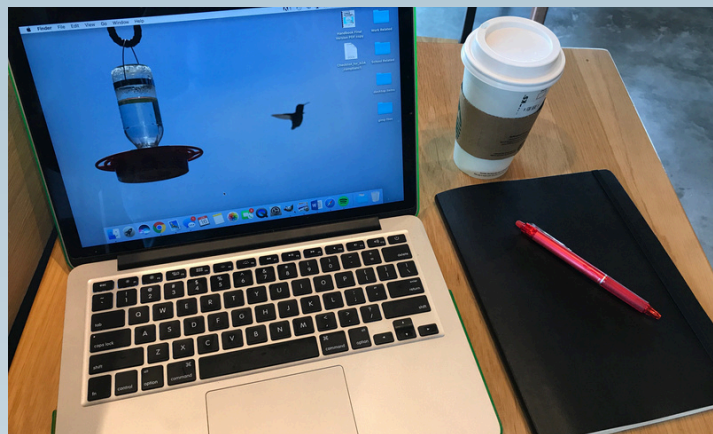


L. Mita Editing LLC

Editor • Educator
Proofreader



- Who is Laura?
- What can you expect?
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- Editing Services
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- FAQ
- Do you want to work together?





Who is Laura?

Editor, educator, and proofreader.

I am a lover of reading (and polishing) other's writing.

I taught college English for 15 years, and during those years, I not only edited my students' work but also provided feedback to help them improve their writing through clarity and conciseness.

What I never did was try to change their voice.

As an editor, I continue to do the same. Working with the editorial board of a textbook, I help to make the voices of many contributors consistent when necessary. As an editor of fiction, I help to keep my author's voice strong while refining their writing through copy/line editing.





What can you expect?

I am often told that I am honest and detailed with my feedback.

When I edit, I do a mixture of copy and line editing. If I see something that is either an error or simply awkward, I cannot ignore it. I don't always need to fix it, but I need to at least comment on it so that the writer is aware. I blame it on the years of teaching, wanting authors to better their writing from one work to the next while providing the guidance and autonomy to do so.

I am an advocate of making changes while also providing marginal comments with alternatives when appropriate.

I am an educator, so I know we can all continue to grow as learners. This also means I am the first in line when professional development is available, even if I do it through reading, watching, and/or discussing.

I treat working with writers the same. I will work with you to learn your needs and goals for your work; together we can enhance your story.



Contact me and provide details of what services you are interested in.

Via email, I will send you a form to share a 5-6 page sample with a series of questions to help me better understand your specific needs.

You will send me approximately 5 pages of your writing, and I will provide you with a sample edit and a quote for the full job.

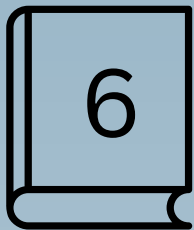
If we both agree that we are a good fit, we will meet to go over contract details, including cost, expectations, submission date, and editing completion date. This will help us both feel safe.

This meeting is also a time for me to learn your voice even more.

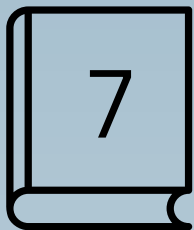




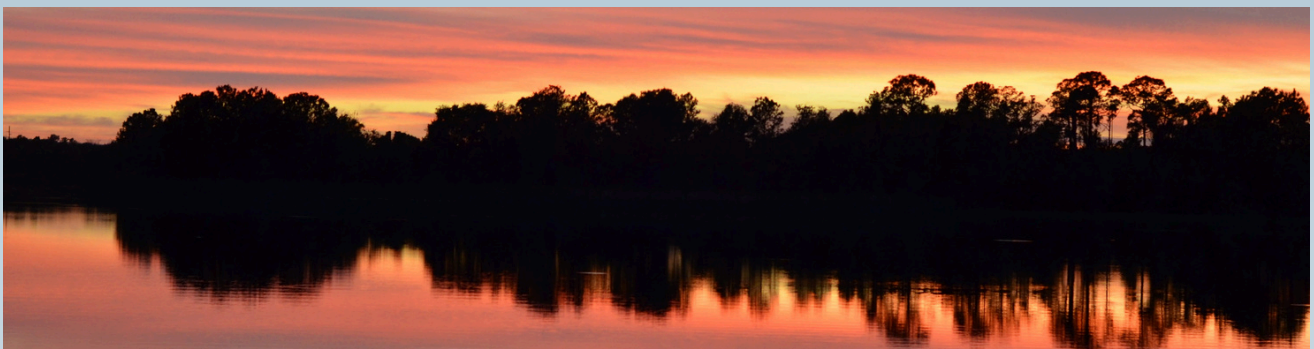
Once you and I have both signed the contract, I will provide you with an invoice, and you will pay a 25% deposit.



Based on the contract details, you will send me the full manuscript for editing, and I will complete the edits.



Once completed, I will send your manuscript back to you. This copy will have track changes and marginal comments. I will also provide a separate document with comments. If you want to meet again to discuss any changes or comments I have left, we will set up a follow-up meeting. I can also help you with accepting/rejecting changes.





Editing Services

What will the editor do?

Line editing and copy editing are different, but I do a mixture of both. I will provide track changes and marginal comments that relate to grammar, mechanics, structure, and coherence. I will help you make your writing more impactful.

What will you get?

I will send you your manuscript with track changes and marginal comments still included. This will allow you the chance to accept or reject my suggestions.

If you would like to meet afterward to go over my comments, we will set up a time, and I am happy to help you with accepting/rejecting those adjustments or reviewing any of my marginal comments.

I will also provide a separate document with more generalized feedback.

Invest in Your Hard Work

Fiction: .025/word
Nonfiction: .035/word

- Times New Roman
- 12-point font
- double-spaced





Proofreading Services

What will the proofreader do?

Proofreading focuses on inconsistencies, identifying and improving errors missed in the previous steps: spelling, punctuation, awkward transitions, and other distracting surface-level mistakes, including formatting errors. Most of the time, the manuscript has gone through layout, and it will be a PDF, but I am happy to work with it before in Word.

What will you get?

Depending on the document, I will either use track changes or an organized spreadsheet with comments. This will include comments related to formatting errors. I will also provide a separate document with more generalized feedback.

If you would like to meet afterward to go over my comments, we will set up a time, and I am happy to help you go through all of my feedback.

Invest in Your Hard Work

Fiction: .015/word
Nonfiction: .025/word

- Times New Roman
- 12-point font
- double-spaced





FAQ

How long does editing and proofreading take?

As you know, each person's writing is different, and therefore, each manuscript takes a different amount of time. It all depends on the quality of the work coming in, the author's writing style, the genre, and of course, the length.

And no, proofreading is not always faster or easier than editing, even though many people believe it should be.

How do payments work?

I will send you an invoice via Wave. If you are unable to make a payment through Wave, we can discuss alternatives.

Will you sign an NDA?

Of course! This is your work, and I want you to feel comfortable sharing it with me.



What type of documents do you edit?

I typically edit in Word and Google Docs. If you have a different preference, I am happy to discuss it with you. However, I do recommend Word as many publishers will prefer you submit in Word.



Do you have experience with specific genres?

Currently, I have edited or proofread books in many genres, including non-fiction, sci-fi, fantasy, cyberpunk, urban fantasy, dystopian, RPG, horror, crime, mystery, satire, erotica, and metafiction.

What happens if you or I need to cancel?

We will have a contract that protects both you and me.

If I choose to work with you, should I expect to hear from you during editing?

I like to keep you informed, so you will hear from me every couple of days.

Do I even need an editor?

I hear people say all the time, “Save your money; don’t get an editor,” but some of the authors I have worked with are also editors. There is a reason I edit other editors’ works; they understand the importance of an extra set of eyes.

You spent a lot of time with your work already, so why not have someone else polish it? You want it to be the best it can be.



Do you want to work together?

I would love to hear from you! Reach out!

I typically have a project that I am working on, but I am also always looking for new ones. As I said at the start, I love reading (and polishing) other's writing. I would love to see if we are a good fit to work together.

Thank you,

Laura Mita

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Visit my [website](#) to contact me, read testimonials, and learn more about me.