

## Formatting

Design and lay out text according to guidelines

- ✓ Format front matter
- ✓ Format back matter
- ✓ Set page orientation, size, & margins
- ✓ Set up headers, footers, & page numbers
- ✓ Set up pagination
- ✓ Set alignment, indentation, & spacing
- ✓ Format body text
- ✓ Format lists & tables
- ✓ Format Table of Contents [TOC]
- ✓ Format Lists of Tables/Figures
- ✓ Format headings
- ✓ Format captions
- ✓ Comply with style guidelines [APA, MLA, ...]
- ✓ Comply with graduate school guidelines
- ✓ Comply with publisher specifications

\$1.00 per 250 words

Any of the following formats are acceptable:

- ✓ DOC, DOCX: Microsoft Word document
- ✓ RTF: Rich Text Format

A Microsoft Word template consists of a layout and set of style codes. The guidelines you provide are implemented in a template, which is then applied to your document.

## Editing Services

Papyrus Designs provides editing services for academic texts—dissertations, theses, articles, and books—as well as applications for academic job openings, grants, or funding opportunities.

Papyrus' editing services ensure that your text is grammatically correct, presents a coherent argument, and conveys a professional tone.

## Formatting Services

Papyrus Designs provides formatting services for dissertations and theses according to graduate school guidelines and journal articles or books according to publisher specifications.

Papyrus' formatting services ensure that your document complies with specifications for page layout and margins, paragraph alignment and indentation, font type and size, and heading and body text format.

See website for experience and qualifications.

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## Editing & Formatting Services

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	Proofreading	Copyediting	Comprehensive editing
	Review final draft for egregious errors in spelling or punctuation	Review text line-by-line for word usage and sentence structure [+ proofreading]	Review text as a whole for meaning and organization [+ copyediting]
<b>Words</b>	<ul style="list-style-type: none"> <li>✓ Correct spelling</li> <li>✓ Correct articles &amp; prepositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Appropriate tone &amp; diction</li> <li>✓ Clarity of word choice &amp; usage</li> <li>✓ Concise wording</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consistent terminology &amp; abbreviations</li> </ul>
<b>Sentences</b>	<ul style="list-style-type: none"> <li>✓ Correct punctuation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Correct agreement, tense, &amp; syntax</li> <li>✓ Clarity of phrasing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coherent subordination &amp; coordination</li> </ul>
<b>Paragraphs</b>		<ul style="list-style-type: none"> <li>✓ Clarity of sentence flow</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coherent, focused topics</li> <li>✓ Supportive definitions, details, &amp; evidence</li> </ul>
<b>Document</b>	<ul style="list-style-type: none"> <li>✓ Complete front &amp; back matter</li> </ul>		<ul style="list-style-type: none"> <li>✓ Clarity of organization</li> <li>✓ Coherent, logical, &amp; developed arguments</li> </ul>
<b>Illustrations</b>	<ul style="list-style-type: none"> <li>✓ Correct captions &amp; cross-references</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clarity of illustrations</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consistent format &amp; layout</li> </ul>
<b>Style</b>			<ul style="list-style-type: none"> <li>✓ Compliance with style guidelines [APA, MLA, ...]</li> <li>✓ Consistent in-text citations &amp; references</li> </ul>
<b>Rates</b>	<p>\$1.50 per 250 words \$1.00 per 250 words [graduate student]</p> <p>To account for different layouts and fonts, as well as to provide an up-front cost, rates are based on word count and level of editing.</p>	<p>\$3.00 per 250 words \$2.50 per 250 words [graduate student]</p> <p>To obtain a word count in Microsoft Word, select the Tools menu or the Review ribbon and then Word Count.</p>	<p>\$4.50 per 250 words \$4.00 per 250 words [graduate student]</p>
<b>File Format</b>	<p>Any of the following formats are acceptable:</p> <ul style="list-style-type: none"> <li>✓ DOC, DOCX: Microsoft Word document</li> <li>✓ RTF: Rich Text Format</li> <li>✓ PDF: Portable Document Format</li> </ul>	<p>DOC and RTF files are easier to edit electronically. Changes are keyed into the text directly and can be reviewed using Track Changes.</p> <p>PDF files can also be edited electronically; however, the changes are not inserted directly into the text.</p>	<p><b>Free Consultation</b></p> <p>Contact me for a free consultation. We can discuss your editing needs and my rates and turnaround time. I also can edit several pages of your project at no charge, if you would like to see a sample edit.</p>