

## Wild Clover Editing Services, Rates, & Info

The idea of working with an editor can be intimidating. Yet, it is important to realize that this can be an exciting boost for your project! My specialized editing skills can take your project to the next level. I am on your side and ready to contribute my best, so that your project becomes even better than imagined! I am happy to work with your budget and time-line to the best of my ability. In return, I ask you to be realistic about time, budget, needs, and what editing work can be accomplished within those parameters. Thank you!

**Wild Clover editing specialties:** developmental and substantive editing, research, writing, and desktop publishing.

**Expertise:** Art, creativity and personal development, grief and healing, environment and sustainability, ethics and leadership, holistic wellness and lifestyle, lifestyle and ethics, parenting, poetry and writing, spirituality, mysticism, metaphysical, symbolism and other creative tools for self-development, and transformative dream work practices and visualizations. Non-fiction, educational, academic, reference, general reading, niche.

### RATES:

**Fees vary** because they must account for the: size, need, and length of a project; the level of skills and expertise; time and demand, and business expenses. An accurate estimate of fees for a project can't be determined until all: documents, terms, needs, goals, details, and expectations for the project are reviewed and discussed. *Rates are standard, according to the Editorial Freelancers Association ([www.the-efa.org/rates/](http://www.the-efa.org/rates/)).*

- Editorial Assessment/Estimate: FREE
- Manuscript Assessment: \$45 - \$55 per hour
- Research and Citations: \$45 - \$75 per hour
- Substantive Line Editing: \$45 - \$60 per hour
- Developmental Editing: \$45 - \$55 per hour
- Writing/Content: .26 - \$2 per word
- Desktop Publishing: \$25 - \$75 per hour
- Proofreading: \$30 per hour
- Expert Consultant: \$50 per hour
- **Multiple Services Package:** \$75 - \$200 per hour  
OR a flat-rate weekly project fee

### FEE POLICIES:

- In general, a 50% deposit is required (non-refundable)
- In general, the other 50% is paid upon completion (an agreed upon date)
- There is an option to continue, add services, or cancel at the halfway mark
- Rush fee/short notice/deadline: the rate increases 25% - 50%
- Additional rounds of edits (more than 2): \$25 each
- Additional sources/research: \$25 each

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### DEFINITION OF TERMS

**Desktop Publishing:** is for short publications, like: manuals, booklets, journals, and newsletters. The client provides unformatted text that is ready for publication. Elements of layout, design, and a final, secure document (PDF) are created for the text.

**Developmental Editing:** Developmental editing is *big picture editing* that addresses: overall organization, tone, style, flow, clarity, impact, and consistency. Commentary, feedback, and some mark-up are provided along with: possible building and rearranging of structure, questioning content regarding possible issues or omissions, and transitional writing/ some re-writing. Style, tone, and content are honed for the intended audience. This takes a project to the next level. Please note: *this isn't line editing or copy-editing—and doesn't focus on grammar/punctuation, but will mark some major grammatical or technical errors.*

**Editorial Assessment/Estimate:** A free evaluation of the project, which includes reviewing all essential: documents, requirements, guidelines, expectations, and budget. This review results in suggestions for the project, schedule, and a free estimate of cost. All relevant information must be shared to receive an accurate estimate.

**Project/Manuscript Assessment:** A review of the project and all pertinent text, which results in constructive feedback regarding editorial needs of the project/manuscript. When budget is a concern, this can be a good way to get an idea of the changes that need to be addressed, and issues that need to be considered. This can also be the first stage in a project before editing begins. The assessment will usually include suggestions, commentary, feedback, minimal if any mark-up, and an editorial plan.

**Proofreading:** Mark-up of typos, spelling, and grammatical errors; as well as inconsistencies and technical issues related to structure, page numbers and page number references, and/or page layout. This is the last kind of editing that is performed before the project is published. Proofreading can be specialized or general.

**Research and Citations:** Research involves seeking out reliable, sound sources to either support, oppose, or verify information shared in the content. Citations involve creating

footnotes or endnotes that cite sources found through research. Citations are provided in a specific and consistent style.

**Substantive Line Editing:** This is the fine-tuning and polishing of text, line by line, section by section. Substantive line editing provides detailed edits of sentences. Sentences, paragraphs, and sections may be rearranged for better flow and consistency. Substantive (*aka developmental line editing*) also provides feedback on needed changes—with commentary, some mark-up, and suggested re-writes. This type of editing will seek justification for unclear, confusing, or possibly flawed or problematic content, and may provide additional content to consider. Style, tone, flow, and message are fine-tuned for optimal/desired results.

**Writing:** Original written content for websites, articles, newsletters, journals, manuals, professional documents, letters, or books. Tone, style, and message vary according to genre and goal. Chicago Style, AP, or MLA. Portfolio samples available upon request.

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## IMPORTANT CONSIDERATIONS:

### Things you need to know before hiring an editor...

- In editing, one page is defined as: 250 words, double-spaced.
- Heavy or intensive editing has a standard pace of 1 page per hour. Each different kind/level of editing is applied separately, at different stages in a project. That process can be mapped out in the initial assessment.
- Proofreading is the last stage of editing. It is better to hire a different editor (or editors) for proofreading. I won't be able to proofread for a project that I have already developmentally and/or substantively edited. This is because spending so much time with the content will compromise my ability to provide optimal proofreading skills.
- Some projects end up requiring only light edits, or edits are not accepted by the client/author. Regardless, the fee remains as agreed upon, as it accurately reflects the agreement, expertise, and time applied and required for the job.
- There is never any obligation or expectation for you to use all edits or content provided by a developmental or substantive line editor. Overall, the edits you accept and/or reject are completely up to you. However, if all or most edits are rejected, then it may not be possible to attain stated goals. It is important to remember that the editor is providing expertise to benefit the project. Editing feedback and mark-up are nothing personal. The editor is applying their specialized skills according to your stated goals and the contract.
- Freelance editors and writers work according to their own schedules and work load. Hiring a freelancer is the same as hiring an independent contractor. Freelancers are not employees or "work for hire," and *aren't* bound to any restrictions/rules found in an employee/employer relationship.

## Prepare For Your Free Assessment—Create Your Brief Now

It is important to have all details and expectations (a brief) for your project ready to discuss for your free consultation/assessment. All of the following details are essential for the editor to know *before* the contract is signed. There may be more details than what is listed here, but this is a good start. **This is how an accurate and fair contract and fee agreement is created.** As the name reflects, it is important to provide *brief* descriptions of the project and other details. In most cases, each point only needs to be 1-3 sentences.

### WHAT TO INCLUDE IN YOUR BRIEF:

- Number of pages, number of words.
- What is the scope of the project, how big is it?
- Who will the contact person be? (to consistently deal with and respond in a timely manner to all issues, progress, and changes)
- What is your preferred mode of communication? (email, phone, video conference)
- What kind of editing services do you need? What skills are you looking for?
- Will editing capacity be limited by time or budget? What is your budget?
- What is the time-frame, schedule, and deadline(s) for the project?  
*Hint:* There can be multiple deadlines for different kinds of editing, and they all need to be *well before* the final publishing deadline.
- What type of document/project (website, newsletter, manual, book, booklet, etc.) is it?
- What genre? Is this project educational, technical, niche, or general reading?
- Who is your intended audience, and what is the general reading level?
- How far along is the project? Is the text complete/finalized?
- Is there a certain style you adhere to, such as: MLA, Chicago, AP, or a House Style?
- Do you have preferred online platforms (that are reasonably secure and reliable) to use when exchanging documents? Dropbox or Google Drive?
- Do you have a preferred format for editing—Google Docs or Word?
- Do you have a reliable, safe Internet connection to provide all necessary documents, information, and ongoing communications on time?
- Do you have the ability to make secure payments online? (payment is in US dollars)
- Be ready to send all documents and information that are required for editing. Only send final documents.
- Provide details about preferred terms for: the contract, regarding payment, changes that may arise, copyright, credit, and confidentiality, as necessary.
- Will you credit the editor/writer? Will you provide a testimonial when the contract is complete?
- Make sure to address and clarify any essential questions, expectations, requests, or concerns *before* signing the contract.

**WHAT TO EXPECT:**

- **Two rounds of editing and two researched sources** are included with each individual project, without additional fees. Additional revisions and sources (and other additional services added on half-way) will be quoted, charged, and delivered separately.  
*Exception:* Some packages and projects may include additional sources and citations, e.g., research and citation projects.
- In general: a **nonrefundable 50% deposit** of the total project is due upon signing the contract (this covers the cancellation fee, if needed). The other 50% is due upon completion. Copy won't be delivered until payment is received. (Unfortunately, freelance editors/writers are too often taken advantage of, and so *this is necessary for all new clients.*) For longer-term projects, payments are due weekly, and copy is delivered after payment is received.
- **If budget or the size of the project is a concern**, a half-way point update is provided. You then have the chance to: cancel, add on services, or proceed as planned.
- **If any issues, delays, or questions arise** during a project: I will contact the client immediately with major issues or questions. For minor questions, I will gather them into batches, and wait until necessary, in order to respect the time and energy of all involved. For the success of the project, clients must also agree to minimize interruptions in this way. Also, both parties must agree to respond to important inquiries as soon as possible.
- **Rates increase for rush orders and short notice.** *What constitutes short notice?* Last minute projects: same day requests, medium or large projects requested on Friday—to be done over the weekend; an urgent short notice job with a short deadline that demands all resources and time be spent solely on the rush job.
- **There is a 25% increase for rush orders.** The 50% increase in rates is for short notice work that demands non-standard hours or overtime.
- **Confidentiality is respected.** I will never sell a client's, or potential client's, personal information or documents. I will never share or make public a client's personal information or documents without their permission.
- **I reserve the right to** direct future clients to sites that contain evidence of my work and/or my content, and to retain clips of work that I have edited for my portfolio (unless our contract stipulates otherwise).
- **I welcome, encourage, and appreciate feedback** after a project is complete.

**Contact Chandra now to schedule your free project assessment/estimate:**

[info@wildclover.org](mailto:info@wildclover.org)

Author of *Recipe For A Green Life*, **C.S. Sherin, MA**, honors life, relationships, and the sacred through writing, poetry, art, and photography. C.S. Sherin is her author name. She also goes by Chandra (pronounced like “Channing”). Chandra creates engaging content across genres, and provides specialized editing services. WildClover.org is the online polestar for C.S.'s creative expertise, where she seeks to facilitate creative excellence for you and your project...online, wherever you are.