

A green cup of coffee sits on a wooden table. In the foreground, an open notebook with lined pages is visible, with a fountain pen resting on it. A green semi-transparent banner is overlaid on the top half of the image.

PERFECT-EDIT.COM

PROFESSIONAL EDITING & WRITING SERVICE

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1. Basic Editing

Tasks include: Under this task, the content and arrangement of the document is not touched or restructured.

- Correcting faulty spellings. Spelling often suffers due to homophones - words that are pronounced the same but are spelled differently. Some examples are *leaves* and *lives*; *to*, *too* and *two*; *their*, *there* and *they're*; *quiet* and *quite*; *discreet*/*discrete*.
- Grammar mistakes like changing tense in the middle of a sentence or paragraph.
- Not being consistent in the use of gender in the writing.
- Punctuation: errors may be as simple as confusing a comma with a semicolon.
- Correcting word usage in confusing *it's* with *its*, *affect* with *effect*, *been* with *being* and such like.
- Correcting the misuse of Capitals
- Ensuring consistent style of capitals, abbreviations, numbers and lists.

2. Standard Editing

Inclusive of all tasks under basic editing:

- Ensuring internal consistency of facts, data and scientific units.
- Ensuring consistent style of citations and references in the case of academic writings.
- Ensuring consistent cross-referencing of tables, figures and references.
- Maintaining a consistent overall style.

3. Advanced Editing

A hard edit is what is done when the editor is asked to improve the manuscript. It involves content editing. A hard editor reads through the whole book/manuscript once, before trying to edit it, whilst Basic or Standard editing can be done one sentence at a time.

Tasks Included in this:

- All tasks of Basic and Standard Editing
- Helps writer clarify and strengthen his expressions.
- Reconstruction of sentences to deliver punch. Restructuring/Rephrasing.
- Improving clarity and precision of writing. Trim away superfluous and unnecessary words.
- Eliminating repetition, wordiness, and awkward phrasing.
- Eliminating biased language and inappropriate expressions.
- Smoothing language to improve flow in sentences and paragraphs.
- Aligning logic/trend of thought.
- Repositioning content to align with point being made.
- Conforming to natural English expressions.
- Reduces passive construction where appropriate.
- May add more explanatory text in some places.
- Fact Checking
- Querying gaps or contradictions in information presented.
- Advisory
- Suggestions to combine or eliminate major threads in the Book.
- Wholesale rework of paragraph structure.
- Ensuring that titles, headings, tables, and illustrations reflect text content.
 - Reorganizing and condensing sentences and paragraphs if required.
 - Ensuring organization, order, style, and continuity of manuscript.
- Confirming that the arguments are presented logically.
- Confirming that all stated goals of the author and issues raised are completed.

4. Proof Reading

Compares the current document with a previous one or corrects final errors in the proofs of a *previously edited* document.

Who needs proofreading?

Writers whose previously edited documents need a final check to catch remaining errors.

Tasks included:

- Using MS Track Changes feature to identify indisputable errors.
- Spotting typographical errors.

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- Catching grammar, spelling, punctuation and formatting errors.
 - Spotting gross errors in presentation.
 - Checking headers, footers, page breaks and word breaks.
 - Checking other elements of design and layout

5. Developmental / Substantive Editing

Tasks involved:

- Helps with the big picture such as telling the story, flow/pacing, characterization, structure and style.
- The editor helps the writer arrive at a clear concept for the Book and draws out an appropriate thesis that would be the focus of writer's arguments.
- It seeks to achieve clarity of subject, logic and consistency.
- Confusing and awkward writing may be reworked. Sentences are analysed for syntax.
- Long sentences may be enumerated or separated without the problem of fragmentation.
- During this type of editing, Basic to Advanced editing tasks occur simultaneously.

6. Manuscript Critiques/Evaluation

We provide an in-depth document critique which offers:

- A detailed analysis of your writing, examining character development, dialogue, story logic and others observables.
- Construction and grammar.
- Positive aspects of the manuscript are highlighted.
- Weaknesses or problem areas to suggest improvements.

7. Technical Editing

- A technical edit is akin to 'fact checking' and some research.

Some technical edits go far beyond simply reading a text with an expert eye and picking out flaws in logic or out-and-out mistakes. For example, technical editors of computer books are required to verify computer codes in the book and on any accompanying CD.

- Technical editing is not limited to ‘technical’ subjects. Technical editors are experts in their various fields, not just in English grammar. We have editors in engineering and medicine.

8. Writing

Perfect Edit. Com offers writing services for all categories of expression. We can develop a wide range of material including Self-help/How-to books, Novels, Creative non - fiction, Biographies/Memoirs, Business proposals, Articles, Business communications and others.

- Your Ideas and Mental Concepts
- Biographies – Your Story
- Product Literature – Your Brochures explicitly and concisely explained.
- Company Handbook
- Speech Writing – We can craft your speeches.
- Business Letters
- Press Releases
- Resume Writing

9. Other Services

- Manuscript Critiques/Evaluation
- Fact Checking
- Research
- Re Writing