

Paula Davies, Proofreader and Copy Editor

Terms and Conditions

Services: Proofreading

When proofreading your work, I will, where relevant, check the following aspects for errors and inconsistencies:

- sense and clarity of the wording
- spelling, grammar and punctuation
- double words, omitted words and incorrect word usage
- capitalisation, hyphenation and abbreviation
- headings, subheadings and running headlines
- page numbers and ordering of contents
- fonts and font emphasis (use of bold and italics)
- formatting
- captions for images/illustrations
- tables and figures

When proofreading in Word, I use Track Changes.

When proofreading in PDF, I use annotations and sticky notes.

When proofreading on hard copy, I can either use the British Standard proof-correction symbols or hand-written annotations.

Services: Copy editing

When editing copy, I will, make revisions to improve readability and fitness, as well as ensure that a text is free of grammatical and factual errors. I edit the text directly wherever possible, because there is much less chance of errors being introduced later that way. This means I will, in most cases, change words or re-order sentences where necessary as opposed to just highlighting the text with suggestions in a comment bubble for you to change it yourself. Any larger changes will be flagged up with a comment bubble to draw your attention to them. You can, of course, choose whether to accept or reject the changes.

About Paula Davies of Paula Davies Proofreader and Copy editor

I confirm that I am registered as a self-employed, sole trader and pay my own income tax and National Insurance contributions. I do not charge VAT and do not have a VAT registration number.

I am a British citizen and legally able to work in the United Kingdom.

Acceptance of terms and conditions

By agreeing to my quote, the client accepts these terms and conditions unless otherwise stipulated in writing.

Data

Under the terms of the EU General Data Protection Regulations (effective 25 May 2018), my Privacy Notice documents how I obtain, use and store data. This can be viewed on my website.

Payment

Unless otherwise agreed in writing, all fees are payable in GBP by bank transfer or PayPal within 30 days of date of invoice.

Terms of work

The client will pay the fee quoted and will receive the work as per the agreed schedule unless:

- on receipt of the file (if proofreading/editing) or at an early stage, it becomes apparent that significantly more work is required than had been anticipated (e.g. if the sample I've seen does not reflect the overall quality of the file), in which case I may renegotiate the fee and/or the deadline or choose not to proceed with the work;
- or during the work, additional tasks are requested by the client, in which case I may renegotiate the fee and/or the deadline.

It is the client's responsibility to ensure that the correct file is provided for proofreading. In the event of a replacement file being provided once the proofreading has already commenced, I reserve the right to charge for the time already spent.

Copyright

Any file proofread/edited by Paula Davies Proofreader and Copy Editor as part of the proofreading/editing process will remain the copyright of the client, unless otherwise agreed.

Liability/Responsibility

I work to a very high standard and do my utmost to ensure all work is correct and error-free; however, I can offer no guarantee of this.

Jurisdiction

These terms and conditions are subject to the laws of England and Wales, and Paula Davies Proofreader and Copy Editor and the client agree to submit to the jurisdiction of the English and Welsh courts.