



English language specialist editing service

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University Editor Frequently asked questions (FAQ)

(Updated January 2020)

Dear Author,

Below are some testimonials and FAQs with answers about my editing.

Testimonial 1

"Dr Anastasia is very thorough in her work. She edited my thesis for MPhil in Development Finance and passed with a distinction. In fact, my thesis was among the best in my class and got offered a place for PhD the following year. I also learnt a lot in the process because Dr Anastasia was very engaging and her exceptional suggestions improved the quality of my research paper. She will certainly edit my PhD thesis in a few years time.... Wisdom Zimuto"

University of Stellenbosch

Testimonial 2

Hi Dr A Apostolides,

Thank you for a follow up. I still remember you asked feedback from me.

I did not receive any feedback from the supervisor and examiner. But the good news is I passed a good mark.

Personally, I am very happy with the service you provided. If I passed and never got any feedback or being asked to change something, it simply means you did your work very well. I was also happy with turn around time.

I have actually referred people to you because of the service you gave me.

I trust this will be useful to you.

Witness Saurombe, MCom student, University of Pretoria

Testimonial 3

Dear Dr A Apostolides

Thank you so very much for doing your well trusted job with my thesis.

From the first call, to going an extra mile and even working on a weekend, I really appreciate it.



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And for that, my fellow students and other supervisors will surely get to know of you as I will be recommending your editing service to them.

And my supervisor will also be of assistance in doing that since she is also happy with your service.

Hopefully you will be around in the next few years to edit my PhD thesis.

Keep well and thank you once again.

Lesiba Klaas Ledwaba, MSc (Agric) student, UNISA.

1) I have 120 pages, what will it cost?

I base my quotes on the number of words, not the number of pages. So you do not pay for half pages or double spacing. The number of words in an MSWord document is shown in the bottom left corner of the screen. I offer very competitive prices for proofreading and comprehensive editing as shown in Table 1 below.

According to the SA Freelance Media Industry and Rates Report for 2017/2018, on page 6 of 43, only 3.8% of editors have a PhD and only 0.25% have postdoctoral experience. In the same report, on page 35 of 43, the rate for proofreading is R0.30 - R0.45 per word and general light editing is R0.50 - R1.00 per word.

http://www.safrea.co.za/system/asset/file/464/2017-2018_SA_Freelance_Media_Industry_and_Rates_Report.pdf

For the price of light editing, I provide comprehensive editing, one free revision, plus an editing certificate.



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Table 1. Description of proofreading and comprehensive editing, with time estimates and prices. CC = Clarify Comments, Frm = Formatting, Prf = Proofreading, CmpEdt Comprehensive Editing

Description	CC	Frm	Prf	CC
Words per day (excluding weekends).	25 000	5 000	12 000	6 000
Add comments for 20 Rules to add Clarity, Grace and Style to document	Yes	No	Yes	Yes
Correct Clarity Comments	No	No	No	Yes
Citations match References (Harvard or APA).	No	No	Yes	Yes
Consistent heading levels, table headings and figure legends.	No	Yes	Yes	Yes
Spelling (British or American), punctuation, grammar and sentence structure.	No	No	Yes	Yes
Check for abbreviations, and consistency of capitals, numerals, heading styles, and sequential numbering of figures and tables.	No	No	Yes	Yes
Check and correct tenses of each sentence in the literature review, methods, results, discussion and conclusion.	No	No	No	Yes
Check logic of each sentence and correct, or comment where necessary.	No	No	No	Yes
Check and correct academic writing style, language tone, biased language, and format of in-text citations.	No	No	No	Yes
Check document against an author-supplied checklist for "Table of contents", "List of tables", "List of figures", page formatting, and page numbering.	No	Yes	No	Yes
Editing certificate for language, grammar, spelling, and scholarly writing style.	No	No	No	Yes
Price per word	R0.03	R0.08	R0.15	R0.30



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2) I have 120 pages, when can I have my document back?

Rushed editing is worthless. To maintain a high editing standard, I edit a maximum of 6 000 words per workday (excluding weekends). A typical mini-dissertation requires a week, a Masters require about 10 workdays, and a typical Doctorate requires about 20 workdays of editing. Proofreading is much faster at 12 000 words per workday. For proofreading and editing over weekends and public holidays, add 30% to the price.

A typical double-spaced document has 250 words per page, the line spacing of 1.5 has 500 words per page, the line spacing of 1.15 has 600 words per page and a single-spaced document, has about 650 words per page. Most universities prefer 1.5 line spacing.

In my editing, after grammar and spelling, I check for logical flow of sentences, and substantiation of statements with references. This editing is with track changes in MSWord and comments / suggestions / questions in yellow highlight and curly brackets, i.e. { comment }. I return this document to the author. It takes the author one to three days to check and accept track changes and answer comments, suggestions, or questions. Then I edit the revised document, at no extra charge.

The first step, after receiving your final version, is to crosscheck the citations / references in the text with the references in the bibliography. I will send you a list of possible errors so that you can revise the bibliography, if necessary, while I edit the manuscript. The errors may be merely a spelling mistake on the author's name or the year of the citation. You need to correct the mistakes in the bibliography, not in the text. If there are errors in the text, you need to make a list of these corrections and fix them in the edited document that I return to you with my track changes. Please do not resend me a new final version, because I will have to restart the editing process.



3) Do you check for good coherent arguments?

Yes, for comprehensive editing, I read and try to understand your subject matter. I will question what is not clear to me. I will also comment on sweeping statements.

4) Do you check only for grammar and spelling?

No, grammar and spelling are only the beginning of editing. After grammar and spelling corrections, I follow up by many consistency checks, e.g. abbreviations defined only once, abbreviations not defined, consistent hyphenation of words, either British or American spelling, but not mixed. The author should specify what spelling their supervisor or journal wants. The default is British spelling. I use specialised editing software to check for over 200 typical grammar and language mistakes. After this, I check for clarity and scholarly writing style.

5) Do you have experience in editing manuscripts for journal articles?

Yes, I have published several of my articles, in high impact journals. See my list of publications in my Google Scholar profile, URL in the e-mail signature.

6) Does the editor have a PhD?

Yes, I have a PhD, so I empathise fully with you. Finalising your proposal, dissertation or thesis is very stressful. I am well aware of the trials and tribulations that you are going through. I have helped many students overcome this hurdle in their careers.

7) Do you check the references?

The "References" section is critical in academic work for two main reasons.

- a) Journal editors frequently select peer reviewers from your list of references. These editors assume that the most frequently cited references in your document are the experts in the field.
- b) Post-graduate committees also prefer to see that your most frequently cited authors are your external examiners.



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So, yes, I will check that the references in the text are listed in the "References" section and that all the references in the "References" are in the text. I do this for citations in the Harvard style, e.g. Pyramids have five sides (Smith et al., 2017). I cannot check the Vancouver citation style, e.g. Pyramids have five sides¹⁹. However, this does not check if the bibliographic reference is correct, namely, journal name, volume, and page numbers. Ideally, the author should use a reference manager to ensure the bibliographic data are correct. If you need me to put your references into a reference manager, you will need to email me the readable pdf files. I will quote separately for this service. This service will ensure that all the references have the correct journal name, year, volume, and page numbers. It will also ensure the correct initials and surnames of the authors in the "References". The correct details of the references are very important because external examiners and peer reviewers hate to see spelling mistakes in their names.

8) Do you check the page numbers in the table of contents for my thesis?

Yes, during comprehensive editing, I recreate the table of contents, list of tables, list of figures and check that the list of abbreviations contains all the abbreviations used in the text.

9) Can you format my manuscript according to the journal's requirements?

Yes, this is an extra cost, because each journal is different.

10) Can you format my dissertation / thesis according to my supervisor's / department's / faculty's or university's requirements?

Yes, this is an extra cost, because each department has a different style. If you need this service, it is better for you to do **no** formatting so that there are no mistakes. I will do all the formatting correctly.

11) Can you check that my dissertation / thesis meets my department's checklist?

To check this I need to reformat the whole thesis. I will reformat according to the template you provide.

12) Do you provide an editing certificate?

Yes, if requested by the author and if I am satisfied that most of my corrections and suggestions have been incorporated by the author in the revised document. The editing certificate specifies that the document has been edited for grammar, spelling, clarity and scholarly writing style. The certificate will have the title of your document, the names of the author/s and the date, plus my signature, see Figure 1.

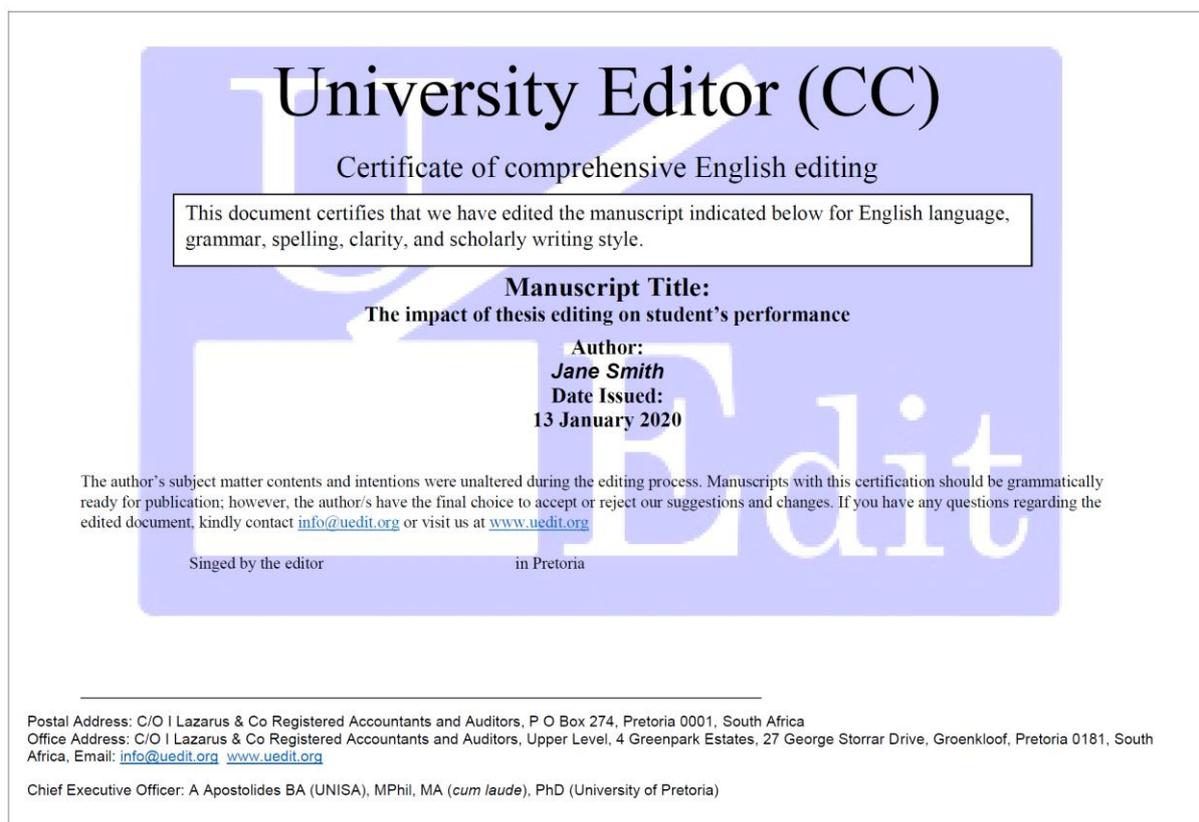


Figure 1: Example of my editing certificate.



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13) Do I need to book your services in advance?

Yes, do let me know when your final version will be ready and your submission deadline.

14) Do you guarantee that my article will be published?

No, that depends on the scope of the journal, peer reviewers and subject experts.

15) Do you guarantee that my thesis will be accepted?

No, that depends on the examiners who review the novelty of your work. Ask your supervisor for the "Guidelines for external examiners" so that you know what is expected.

16) How do you compare with other editors?

In four unique ways.

a) I understand the stress that comes with finishing a PhD because I have written my own two masters and my PhD, so I can definitely help you.

b) I have published eleven of my papers in prestigious peer-reviewed journals. Therefore, I know how important the fine details of formatting a manuscript are. See my Google Scholar profile.

<https://scholar.google.co.za/citations?user=rLNTWT8AAAAJ&hl=en>

c) I have hired a computer programmer to write a killer app for me. It will search and find many of the common mistakes that authors make so that I do not miss any of these mistakes while editing manually. I edit more than just spelling and grammar. I polish your writing for clarity, grace and style.

d) I know what journal editors look for when deciding to accept a manuscript, because I peer-review journal manuscripts in my subject area.



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17) What is your Unique Selling Proposition?

My USP is my propriety grammar, style and clarity software, and as an editor with a PhD and seven of my own single-author publications.

18) Can you start editing before receiving my proof of payment?

Yes, if you are a regular client.

20) What is your pipeline for editing a thesis?

This is a good question, I never thought of it as a pipeline, but a student did ask. So I designed an editing pipeline, see Figure 1 below. You will notice that to save time; I will return to you, a list of possible errors in the references / bibliography within a day or two. You should start checking this list while I edit the main document. This will save you time when I return the edited version to you.

24) What is the copy editor's responsibility?

See Figure 3 below.

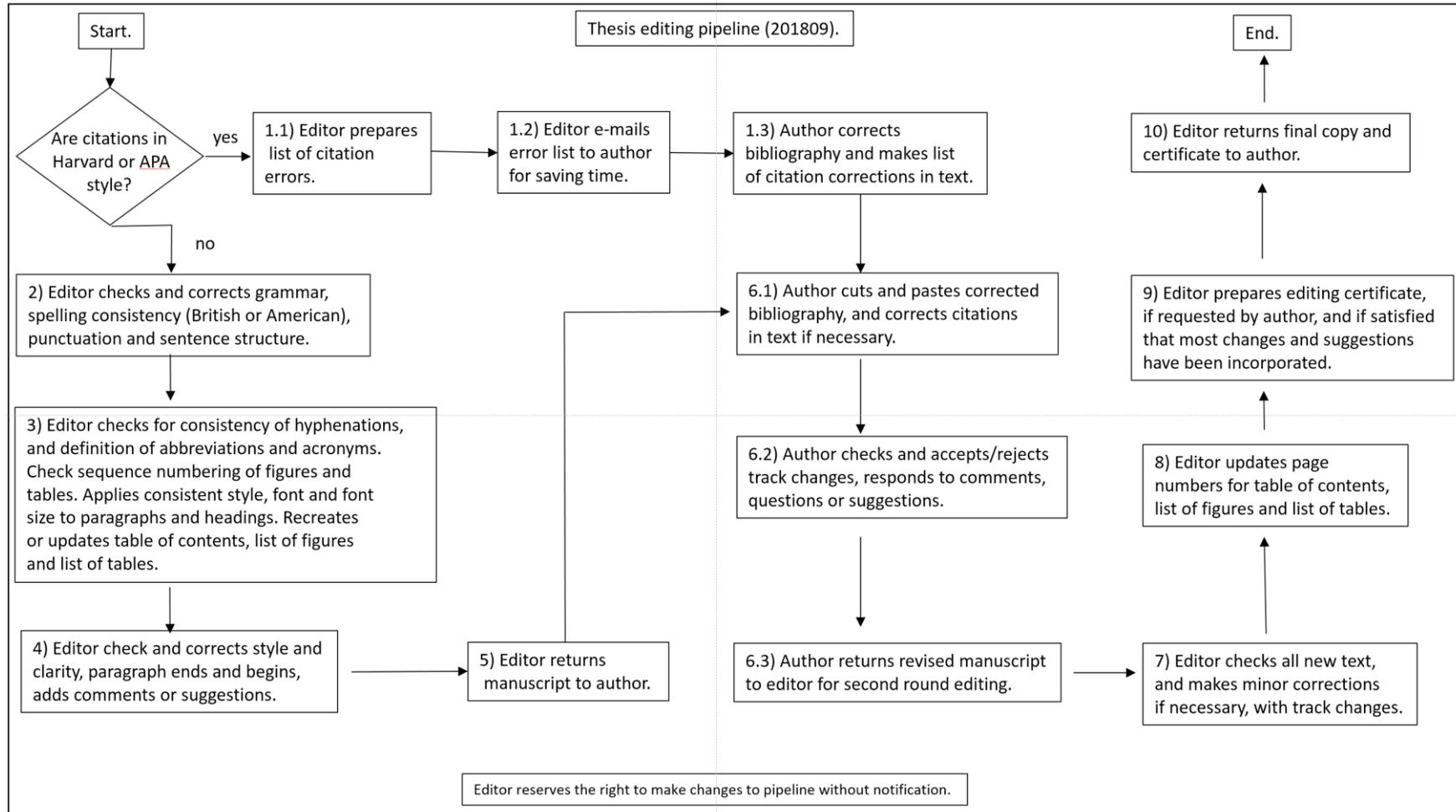


Figure 2: Thesis editing pipeline.

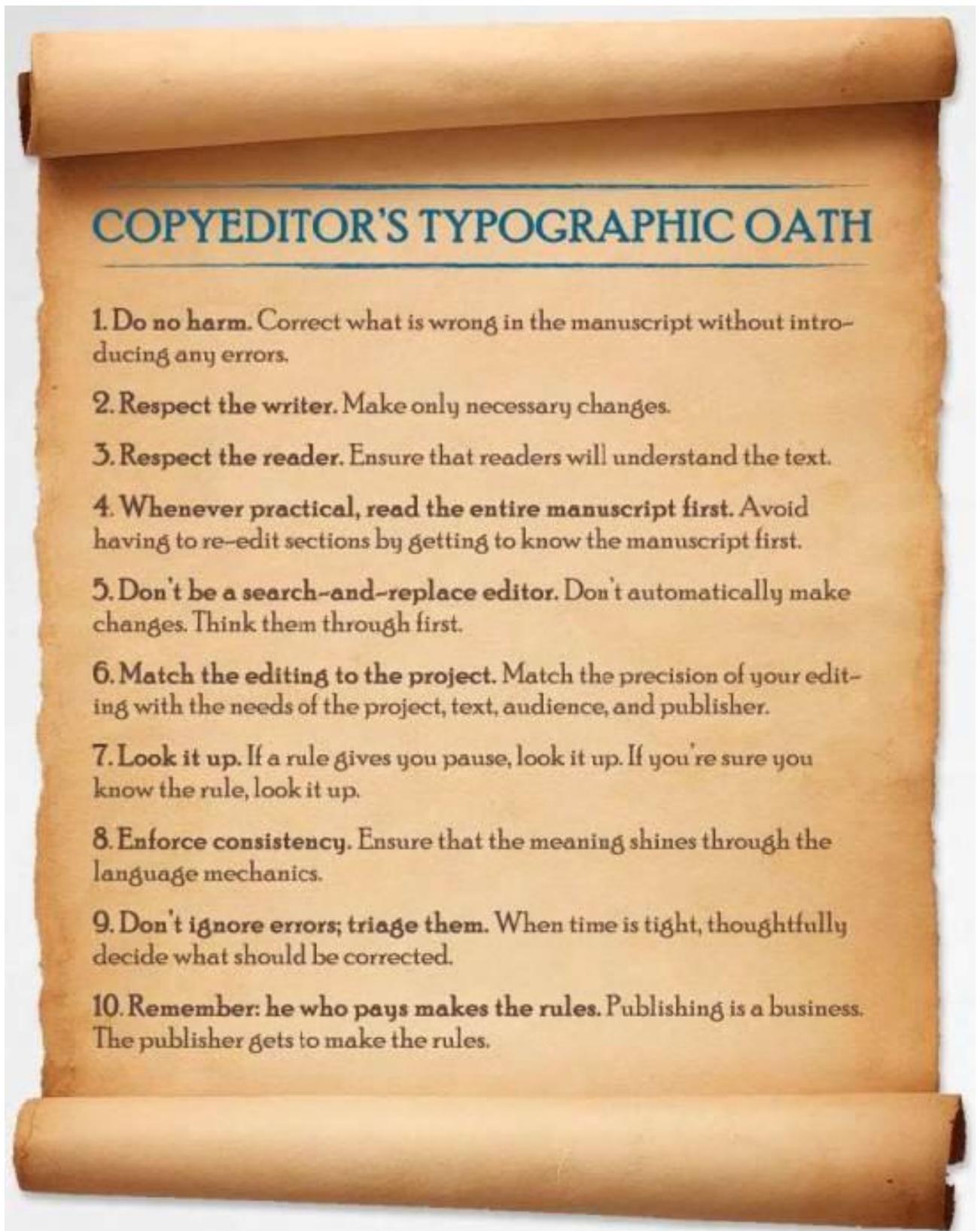


Figure 3: Copyeditor's oath.