

# Blue Grama Publications Corp.

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## Editing and Proof Reading Categories

### A. Proofreading

Two different proofreaders go over each page twice to locate and correct errors, generating a clean copy. A clean copy contains no or few errors.

**Time required:** seventeen minutes per 1000 words for both readers.

### B. Simple Copy Editing

A reader checks spelling, localization [Canadian English (i.e. colour not color)], punctuation, and capitalization, correcting errors including small grammatical errors.

Copy editing is used on professional writer's work, which is easy to understand and does not require grammatical correction, restructuring or rewriting. This process is not quite as straight forward as simply reading the text, but the process does not take much longer.

The copy is checked twice.

**Time required:** between thirty-five and fifty minutes per 1000 words, depending on the number and complexity of the errors.

### C. Complex Copy Editing

In addition to simple copy editing, editors correct sentence structure, readability, etc. Newspaper and magazine editors do this for columnists whose profession is not writing, but who are competent in saying what they mean in terms that others can easily understand.

The copy is read three times — two editing checks and one proofread.

**Time required:** between fifty minutes and an hour and a half per 1000 words is required for a complex copy edit.

### D. Simple Editing

A correct, complete and appropriately ordered document often requires simple editing. The editor checks for sentences and sections inconsistent with readers' needs and expectations, rewriting ambiguous sentences. A complete copy edit, then a full consistency check and edit, and then a final proofread follows.

**Time required:** between one and a half and two and a half hours per 1000 words.

### E. Complex Editing

Complex editing is performed on documents that have most of the information presented in a reasonably understandable fashion, but not in an appropriate order. The editor decides a logical structure, which will meet the readers' needs, rewriting and restructuring to produce cohesion.

External references are researched for accuracy; omitted relevant information is included.

**Time required:** between two and a half and four hours per 1000 words.

### F. Writing

Many documents require a writer to write from scratch from source material. In consultation with the client, our writers select the material that should be included. Required missing material is requested. The writer structures and writes the material which then goes through editing and proofing.

**Time required:** up to six hours and forty minutes per 1000 words.

When source material is not supplied and we are required to work largely or entirely from interviews or our own research, the writing process is doubled.

**Time required:** up to twelve hours per 1000 words.

### G. Indexing

Indexing is a specialist skill, with its own professional associations. The specialist manually creates a context-sensitive, hierarchical, synonym-rich index suitable to the client.

**Time required:** around thirty-five minutes per 1000 words through all drafts on a complex document.

### H. Layout

The layout artist looks for special character presentation (©, ®, ™, —, ..., diacritical marks, etc.) and for uniformity of presentation.

1. On a word processor, the **time required** for final layout is approximately seven to ten minutes per 1000.
2. with press layout programs, the **time required** is approximately twenty to thirty minutes per 1000 words.